



Parent Handbook

2026–2027

Located at CityRise West U. Campus
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A Children's Village, the Preschool Ministry of CityRise at West U, is a nurturing, play-based community where children explore, discover, build relationships, and develop a genuine love of learning that lasts well beyond their early years.

ACV's mission is to provide care and valuable experiences for the spiritual, mental, physical, emotional, and social development of each child. We foster a safe, creative environment rooted in Christian values and encourage curiosity, kindness, and confidence. In our close-knit community, we partner with families to support each child's individual needs. Through exploration and play, we build a strong foundation for lifelong learning.

Jesus said, "Let the little children come to me ... "
Matthew 19:14

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Licensing

A Children's Village is licensed by the Texas Department of Family and Protective Services (TDFPS), under the name A Children's Village, and exceeds their required minimum standards for safety, sanitation, operation, and personnel qualifications and training. For further details on licensing please visit our bulletin board near the teacher's work desk.

Gang Free Zone

A Children's Village, as well as the surrounding 1,000-foot perimeter of the property, is a gang-free zone. According to sections 71.028 and 71.029 of the Texas Penal Code, gang-related criminal activity or engaging in organized criminal activity within 1,000 feet of the school is a violation of the law and is therefore subject to increased penalty under state law. Offenses that are determined to be organized criminal activity or gang-related will be enhanced to the next highest category of offense.

Programs

A Children's Village offers programs for children 2 months old, by September 1st through 4 years old. Classes are offered Monday through Friday for all classes. There are also options for two days (Tuesday and Thursday) and three days (Monday, Wednesday, and Friday). Classes begin at 9:00 a.m. and end at 2:00 p.m.

Extended Day Programs

At A Children's Village, screen time is used minimally and only as a supplement to educational lessons and activities. Screen time is age-appropriate and ad-free. Screen time is never used during mealtimes or rest times. **Screen time for children under two years of age is not permitted.**

Early Care

Families may enroll in one of the following weekly schedules. Early Care is offered to the infants–PreK 4 classes from 7:45 a.m.- 8:55 a.m. depending on availability. Monthly tuition is billed as described in the Tuition Payment section of this handbook. Signing up is a commitment and one month's notice is required to drop.

Enrollment Option (addition to tuition)	Days	Monthly Tuition
3-Day Option	Monday, Wednesday, Friday	\$255 per month
5-Day Option	Monday – Friday	\$425 per month

Extended Learning

Extend your child's day with more learning and fun! Extended day is offered to the infants–PreK 4 classes from 2:00–4:00 p.m. depending on availability. Signing up is a commitment and one month's notice is required to drop. Please provide an afternoon snack labeled PM.

Extended Afternoon Learning (addition to tuition)	1 day	2 days	3 days	4 days	5 days	Drop-in Rate
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Extended Afternoon Learning (addition to tuition)	1 day	2 days	3 days	4 days	5 days	Drop-in Rate
Monthly rate	\$100	\$200	\$300	\$400	\$500	\$30

Super Summer Stuff

A cool summer camp for kids ages 18 months to 13 years old is offered 2 weeks in June and 2 weeks in July. We offer 4 weeks of fun-filled sessions packed full of themed weeks, big events, and amazing field trips. Registration is online and begins in February.

Our Curriculum Approach

Experience Early Learning · Infants through Pre-K 4 · 2026–2027

We use Brightwheel's Experience Early Learning as our developmental framework from infants through Pre-K 4. This research-based system maps the skills children build at each age across seven domains of development. The framework ensures consistency and that nothing gets missed. Our teachers bring creativity, emergent curriculum, and responsiveness to each child's unique interests.

The Garden Metaphor

Think of it as a garden: the trellis (our framework) gives shape and direction. The vine (your child's learning) grows in its own beautiful, unpredictable way. Every garden has the same trellis. No two look alike.

Structure Meets Freedom

The Framework Provides

- Weekly targets across all 7 developmental domains
- Research-based scope and sequence for the full year
- Monthly observation checklists for each child
- Consistency across classrooms and teachers
- Alignment with state standards and NAEYC

Teachers & Children Bring

- Themes driven by children's curiosity and questions
- Creative activities using each teacher's strengths
- Emergent curriculum that follows children's lead
- Cultural celebrations and family connections
- Joyful, play-based exploration every day

Seven Domains of Development

Social-Emotional Physical Language & Literacy Math & Reasoning Science Social Studies Creative Arts

Your Child's Journey

Infants · 8 Weeks–12 Months

Responsive caregiving IS the curriculum. Secure attachment, first movements, and early communication. Every feeding and cuddle is intentional learning.

Older Infants · 12–17 Months

Mobility transforms everything. First steps, first words, pincer grasp. Consistent caregivers support through separation anxiety.

Toddlers · 18–23 Months

Language explodes. Parallel play builds social foundations. Pretend play begins. Routines provide security for growing independence.

Older Toddlers · 2-Year-Olds

Sentences, questions, and “why?” Naming feelings, waiting for turns. Counting, sorting, running, creating. From “mine!” to sharing.

Preschool · 3-Year-Olds

Cooperative play and early academics. Stories, letters, counting to 10, patterns. Sustained focus, problem-solving, writing their name.

Kindergarten Ready · Pre-K 4

Reading simple words, writing with purpose, solving problems, and designing experiments. Executive function and confident self-advocacy. We don't skip the PRE in pre-kindergarten. All learning is done through play with emphasis on social development and self-regulation.

How We Share Progress

Teachers observe during natural play and routines, documenting growth through Brightwheel with photos, observations, and milestones throughout the year. In the fall, we host an Open House where you'll see your child's work and classroom in action. In the spring, we hold individual Parent Conferences to share your child's growth across the developmental continuum and discuss their transition to the next classroom.

Play IS Learning

At every age, children learn through play, exploration, and relationships. The framework makes play intentional, ensuring it's rich, varied, and supports all seven domains. A child exploring birds on the playground is simultaneously building science, math, language, and social skills. Your child experiences joy. We ensure it's also growth.

Experience Early Learning(Experience Early Learning) · Aligned to state early learning standards · NAEYC-informed · Research-based Developmental Continuum

Screen Time

At A Children's Village, screen time is used minimally and only as a supplement to educational lessons and activities. Screen time is age-appropriate and ad-free. Screen time is never used during mealtimes or rest times. **Screen time for children under two years of age is not permitted.**

Weekly Ancillary for All Children

- Spanish is offered for Twos- Pre-K4 classes. The children will have an opportunity to

learn numbers, colors, actions, greetings, and much more.

- Science is offered for Twos- Pre-K4 classes. Children will enjoy hands-on activities and tasting their creations!
- Music is offered for infants - Pre-K 4 classes to hear music, sing, dance, and engage in rhythm activities.

Enrichment Programs

We offer engaging after-school enrichment programs for children ages 2 to 5 years old depending on the program, available Monday through Friday after 2:00 p.m. Our enrichment offerings include:

- Soccer Shots
- Tiny Tigers
- Dance Adventures
- Arts Alive
- Makers Studio

For more information, please refer to the flyer included in your child's weekly folder. For questions and inquiries, email Toni Tolibas at toni.tolibas@cityrise.org.

Administration

The Directors, under the leadership of the Senior Pastor and the Kids' Ministry Director, administer A Children's Village. The Directors have an open-door policy and invite any questions or concerns about policies and procedures to be directed to them.

Teachers

All of our teachers are qualified and have had years of experience working with children. Every teacher is dedicated to teaching Christian values and developing a special rapport with each child and their families. All teachers participate in a minimum of 24 hours of continuing education in early childhood specialization each year. All ACV staff are also trained in First Aid and CPR. All ACV staff undergo a thorough background check run by the State of Texas Child Care Regulation Department. We believe a professional staff is essential to creating the very best environment for your child.

Admission

Priority registration for the upcoming school year will be held each January for families currently enrolled at A Children's Village. Families who plan for their child to return the following school year must complete the re-enrollment process during this period.

Following priority registration, enrollment will open to West University Baptist Church/CityRise Church members with active attendance. Open registration for the general public will begin once priority registration and church member registration have been completed.

Summer Camp registration will be conducted online and will open after the completion of regular open registration.

Admission to A Children's Village is open to all children without discrimination based on race, ethnicity, gender, religion, or political beliefs.

Tuition Payment

Tuition is paid one month in advance. Your first payment (due July 1) covers your child's last month of enrollment and secures their spot for the school year. This is followed by nine monthly payments beginning September 1 for October, and continuing each month through May. Tuition is due on the 1st of each month, with a 5-day grace period before a \$25 late fee is applied. Monthly tuition is calculated by dividing the total cost of your child's enrolled schedule across nine equal payments. The monthly amount does not fluctuate for holidays, school closures, or absences.

No refunds or credits will be issued for days your child is absent, and children may not attend on alternate days to make up missed time. Because our program and licensing regulations require us to staff based on enrollment, we cannot accommodate these adjustments.

Non-Refundable Payments

The following are non-refundable regardless of withdrawal date:

- Registration Fee: due at enrollment
- Last Month's Tuition Deposit (equal to one month's tuition at your enrolled rate), due July 1.
- Supply Fee (varies by schedule): due August 1.
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Last Month's Tuition Deposit: This payment secures your child's spot for the full school year and is applied to their final month of enrollment. If a family withdraws at any point, this deposit covers the last month the spot was held and is not refundable. Holding a spot may require turning away other prospective families, and this deposit offsets that commitment.

Drop-ins

We understand there will be urgent situations where you need to drop off your child on a day, they don't usually attend. If space is available in your child's class, an emergency drop-in will be possible with the Director's approval.

Payment

You may pay tuition online via credit card, cash, or check payable to WUBC. If tuition is mailed, the envelope must be clearly marked "West U Baptist Church Attention: A Children's Village." A 5-day grace period is allowed for payment; a late payment fee of \$25 will be assessed for any monthly tuition not received by the 5th of each month.

Change Fee

There is an administrative processing fee of \$35 each time there is any class change or change in the number of days after registration is complete (including Extended Afternoon Learning).

Re-Enrollment

Re-enrollment for the next school year begins in January each year. In January, the registration form will be sent home to be completed and returned with the non-refundable registration fee. Open registration for the public begins the first week of February.

The following items must be turned in before a child is able to attend the first day of class:

- Parents with a child requiring any special care need to consult with the Director before registering. ACV will work with each parent to determine if ACV can meet those needs.
- Completed application with correct family contact information, release information form, and a signed parent agreement form.
- **Non-refundable registration fee.**

- An updated immunization record AND a statement of health signed by the physician.
- A signed Handbook agreement page stating that all school policies in the Parent Handbook have been read and agreed to.
- Completed Parent Volunteer Form (see Volunteer Opportunities section).
- Completed Infant Care Form for children who are unable to eat solid table food. This form must be updated every 30 days until a parent indicates their child is eating table food.
- Completed Emergency Contact Information Release Form (according to licensing, parents must provide 2 other contacts, not the parents, who are authorized to pick up the child in an emergency).

Non-Refundable Payments

- The following are non-refundable regardless of withdrawal date:
 - Registration Fee: due at enrollment
 - Last Month's Tuition Deposit (equal to one month's tuition at your enrolled rate), due June 2027.
 - Supply Fee (varies by schedule): due August 1.

Withdrawal and Disenrollment

Voluntary Withdrawal

A minimum of 30 days' written notice (via email to Carolina.ramirez@cityrise.org) is required to withdraw your child from the program or to drop a day from their schedule.

- If notice is given before July 1, the Last Month's Tuition Deposit is the only tuition payment forfeited. Registration and supply fees remain non-refundable.
- If notice is given after July 1, the family is responsible for tuition through the full 30-day notice period, regardless of the child's last day of attendance. No refunds will be issued for partial months; if your notice period ends mid-month, tuition for that full month is due.

The Last Month's Tuition Deposit is applied to your child's final month of enrollment and is never refundable.

Withdrawal is firm. Re-enrollment requires a new registration fee.

Involuntary Withdrawal

While our goal is always to refrain from suspension, expulsion, or other exclusionary measures, A Children's Village reserves the right to withdraw any student whose continued enrollment is detrimental to the student's or the school's best interests. In such cases:

- Two weeks' written notice (via email) will be given to parents.
- A dismissed child and their parents must email and request an appointment with the Director before returning to A Children's Village property for any reason.

Safety-Related Removal

The safety of our students and teachers is paramount. If a student exhibits extreme behaviors placing themselves, other students, or teachers at risk of injury:

- Parents will be called and expected to pick up within one hour. The child must remain in parent care for the rest of the day.
- If safety pickups are required more than three times in one month, enrollment may be cancelled immediately, at the sole discretion of the Director.

School Recommendations

Teachers can fill out school recommendations for students. Please email teacher recommendation forms and requests to the teachers and the directors. Parents should allow one week's notice before expecting a recommendation to be completed. If necessary, parents will provide a self-addressed, stamped envelope to mail recommendations if required by the school.

Campus Security

We implement a number of measures to ensure the safety of everyone at ACV. These include:

- Doors to the building are locked at all times.
- Enrolled families must enter a code to access the doors.
- Keypads with cameras are installed at the two main entrances to ACV.
- Off-duty police officers are on site when children are on campus.
- Persons other than the parent/authorized caregiver must submit an ID to be copied and checked with the child's records before picking up any child.
- Emergency preparedness boxes are in each classroom.
- We regularly review and update our emergency plans, and schedule inclement weather, active event, and fire drills.

Visitors on A Children's Village (ACV) Campus Policy

Effective date: May 3, 2024

Policy Purpose: West University Baptist Church dba CityRise prioritizes the safety of students, families, and employees. This visitor policy provides a framework to ensure the safe operation of the ACV preschool during school hours. Unauthorized persons are not permitted on the school campus during operating hours.

Definitions

- **Campus:** secured spaces including rooms, offices, hallways, restrooms, or other locations that are protected by locked doors or security access only.
- **Non-affiliated visitor:** all others except ACV staff, non-ACV CityRise staff, currently enrolled ACV student(s), parent/legal guardian(s).
- **Non-ACV CityRise Staff:** background-checked members of staff at CityRise who do not have designated ACV responsibilities or ACV clearance.
- **Parent/Guardian:** parent or legal guardian of a student currently enrolled at ACV.
- **Student:** child currently enrolled in the ACV program.
- **Visitor:** anyone who is not a currently enrolled student, parent/guardian, ACV staff, or campus security officer.

Procedure

- Children are not permitted to be left unattended at any time. Children must always be

- supervised when on campus, either by their parent/guardian or an ACV staff person.
- Parents must escort their students to and from the classroom each school day, signing their children in and out.
- All visitors must check in at the front desk at the start of each visit that occurs during school hours, and be escorted by ACV staff or CityRise senior leadership during school hours.
- ACV staff are not to share access codes with visitors.
- Non-ACV CityRise staff are not permitted to enter the school campus during school hours except to assist with emergencies (facilities disruption, IT outage, urgent housekeeping), when invited as a guest by ACV leadership, or when CityRise senior leadership is providing on-site support — and must be escorted by ACV staff.
- Non-affiliated visitors are not permitted to enter the school campus during school hours except by invitation from ACV leadership with a prearranged date/time and specific purpose (tour, meeting, school event); as required by licensing inspections; or as contractors/vendors invited by ACV leadership. Contractors hired for services in the ACV area should, when possible, be scheduled outside normal ACV operating hours, or must follow the check-in and escort procedures above.
- All ACV staff are to immediately report unescorted visitors or unauthorized access to campus (including door security codes) to ACV leadership, CityRise senior leadership, or the security officer on duty.
- Visitor instruction signage is posted at all times in a highly visible location at every access point to the campus.

Parking, Arrival, and Departure

Parking

Please follow the parking instructions and one-way signs on Amherst Street. The police do watch and issue tickets.

Drop-Off & Pick-Up

Check your child in and out daily using Brightwheel; iPads are located outside your child's classroom and at the welcome desk for your convenience.

Entrances

Families may enter the building on Milton Street or the entrance by the playground on Amherst Street. If a parent arrives before 9:00 a.m., they may wait with their child before class by the Preschool Welcome Desk. When teachers are ready for class to begin at 9:00 a.m., the doors to both wings (babies & toddlers) will be opened. The doors closest to the younger classes are an emergency-only exit.

Security doors are used for the protection of our children. Each parent and caregiver must enter a security code to access A Children's Village areas. **Please do not allow children to touch the keypad** — we have to change the sign-in code when children are found entering the current one. Parents must accompany their children to class. Teachers will be at school from 8:30–9:00 a.m. setting up classrooms and praying for the day; children seen in the classroom before 9:00 a.m. are children of teachers or church staff.

Please make sure your child washes their hands before entering the classroom. Washing with soap and water for 30 seconds reduces germs and nut product residue — one suggestion is to sing "Happy Birthday" or "Jesus Loves Me" twice while washing. Hand sanitizer is not a substitute for correct hand washing.

Classroom Drop-Off

We want to work as a team to make drop-offs a pleasant experience for everyone. An adjustment period is expected for most children, and our teachers are trained to help ease any anxiety. Parents are encouraged to plan with the teacher if they anticipate a difficult transition. Please wait outside the door for the teacher to receive your child and refrain from entering the room. Please limit goodbyes to a moment or two — if you'd like to speak with the teacher longer, leave her a note and she can call during planning time.

Children must be signed in and out daily. This is a state requirement. The signature or code must belong to the adult taking responsibility for the child.

Pick-Up

During pick-up, parents wait outside the classroom until the teacher brings the child to the door. Please make sure the teacher knows when the child is leaving and sign the child out. Refrain from long conversations, as her attention must be on the remaining children. Please always keep your children with you — children are not permitted to be in the halls unattended.

Other than the parents, no child will be released to anyone without written authorization. At least two other people must be authorized to pick up a child in case of emergency. Any authorized person must show photo identification before the child is released; an unfamiliar authorized person should stop at the ACV desk to have their ID checked/copied. To add or remove someone from the emergency contact list, please ask the front desk to update your registration form. Both parents will be allowed to pick up a child unless a court order on file indicates otherwise.

Late Pick-Up Fee

Please pick up your child at 2:00 p.m. to avoid late fees. We generously give 3 warnings. Following the 3rd occurrence, a \$25 fee applies for each late pickup per child. If you have more than one child, all must be picked up by 2:00 p.m. If your child is enrolled in Extended Afternoon Learning, pick-up is by 4:00 p.m. This keeps your children from becoming concerned when you are late and lets teachers pick up their own children and prepare the room for the next activity. We use the time on the cell phone for accuracy and attempt to keep clocks set correctly. Please call the front desk if you anticipate being a few minutes late.

Parent/School Communication

Review the Parent Handbook throughout the year — we update it yearly and it's important for all parents to read all notices. Any time there is a concern about an event, policy, or person, please discuss this with the Director.

Tuition fee reminders are emailed each month. Notices are sent by e-mail to the address on your child's registration form. Notes relating to school-wide activities are sent home and posted on the school doors, e-mailed, and sent via Brightwheel. Teachers of the infant, one-year-old, and two-year-old classes send daily reports via Brightwheel. There are no daily reports in the Pre-K threes and Pre-K fours classes.

If you would like your child's teacher to contact you, please reach out using one of the following methods:

- Send a message through Brightwheel
- Email the classroom email address
- Leave a message at the front desk

Teachers will return calls during their breaks or lunchtime. You'll receive daily pictures and updates through the Brightwheel app; additional updates may also be sent via classroom email.

Parents will be notified in writing of any changes to operational policies or enrollment procedures. An adult in each family will need to sign updated policies for the child's file.

Any time a class has a cooking/tasting activity or birthday snack, it will be posted by the classroom door and a notification sent via Brightwheel. Please notify the teacher if your child has any aversion/allergy to the ingredients.

Discipline

Taking preventative measures, defining limits, using redirection and positive reinforcement, and teaching problem-solving skills are all techniques used by our teaching staff. Occasionally, brief periods of "thinking time" may be used to help a child refocus. Behaviors that present a danger to other children or teachers are of great concern; redirection and thinking time will be used, and staff will work with the child and family to implement a behavior modification plan. We reserve the right to dismiss a child who:

- Consistently disrupts the learning process.
- Is destructive.
- Uses abusive language.
- Causes physical harm to other students and/or teachers.
- Needs individual assistance or care which cannot be provided by ACV.

Additional information about disenrollment procedures may be found in the Withdrawal and Disenrollment section of this handbook.

Biting/Hitting Policy

Biting is a very common behavior among children from birth to three years of age and a form of communication. We understand biting is an age-appropriate behavior but focus on preventing it by providing caring relationships with children, a supportive environment, regular routines and schedules, anticipating and redirecting children known to bite, reminding children of expectations, giving children something else to chew on, and making transitions as smooth as possible. More information about biting can be requested from the Directors.

Illness

If a child becomes ill while at school, they will be brought to the office and parents contacted immediately. There are no medical personnel on campus. If a child has a sudden illness or accident and attempts to contact parents are unsuccessful, persons listed under emergency contact will be called. In extreme emergencies, the child will be transported by ambulance to the hospital. Please keep emergency contact names and numbers current.

At ACV, we use a tympanic (ear) or infrared forehead thermometer to take children's temperatures. Per licensing, we will notify parents to pick up their child if they have a temperature above 100 degrees accompanied by behavior changes or other symptoms of illness.

A child is considered ill and should NOT be brought to school if one or more of the following exists:

- The illness prevents the child from participating comfortably in school activities.
- The illness results in a greater need for care than staff can provide without compromising the health, safety, and supervision of other children.
- Symptoms of possible severe illness are present, such as lethargy, difficulty breathing, uncontrolled diarrhea, vomiting, rash with fever, chills, mouth sores with drooling,

wheezing, or behavior change.

A child who has vomited, had diarrhea, fever, or rash within the last 24 hours must remain at home and symptom-free for at least 24 hours (without suppressive medications) before returning. An oral temperature of 101°F or greater, rectal temperature of 101.4°F or greater, or underarm temperature of 100°F or greater within the last 24 hours requires the child to remain in the care of parents/guardians.

If a child contracts a contagious disease (chicken pox, strep throat, flu, coronavirus, etc.) or has lice, please alert the school. Parents with children in the same class will be notified with a note posted by the classroom door and via email.

If symptoms of a contagious disease persist because of allergies or a non-contagious condition, please provide a doctor's note — this puts staff and parents at ease.

Injury

If a child is injured at school, first aid will be administered and parents notified. Paramedics will be called when warranted. Details of each incident are recorded; a copy of the Incident/Illness Report form will be sent home, and a copy signed by the parent will be kept in the child's file.

Medications

Our preschool is committed to the health and safety of all children in our care. In accordance with state regulations, one of the Directors or the Administrative Coordinator will administer medication to children, provided that all required authorizations, documentation, and safety procedures are followed.

Summary of Medication Policy

- All medication must be given to a Director with the required paperwork complete.
- Do not send medication in a backpack, lunchbox, or mixed in food.

Definitions

For the purpose of this policy, "medication" is:

- Prescription medications prescribed by a licensed healthcare provider.
- ACV will not administer non-prescription (over-the-counter) medications, unless accompanied by a written prescription from a doctor or medical practitioner.
- Topical ointments such as diaper creams, insect repellents, or sunscreen are an exception and can be applied with written parent permission.
- Vitamins, minerals, and nutritional supplements are not considered medications, are not covered under this policy, and may not be brought to school.

Scope

Medication will only be administered with parent or guardian authorization, which must be:

- Provided in writing, signed and dated. ACV will provide a form for completion.
- Valid for one year from the date provided.
- Never in a way that contradicts the label directions or the advice of a licensed healthcare provider.

Emergency Exception: In a life-threatening emergency, medication may be administered without prior authorization, but only as prescribed or labeled, to prevent death or serious injury.

Medication Administration Procedures

Medication must be:

- Administered exactly as directed on the label or per written instructions from a healthcare provider.
- Given only to the child for whom it is prescribed.
- Provided in the original pharmacy container with prescription label, clearly stating the child's full name, the dose to administer, and the date of prescription and expiration date.

Expired medications will not be administered.

Medication Storage

All medications will be stored:

- Out of reach of children in secure storage.
- Away from food to prevent contamination.
- In a refrigerator, if required, and kept separate from food items.

Medication Disposal

Medication will be returned to parents or disposed of when:

- The child withdraws from the preschool.
- The medication is expired.
- The medication is no longer required.

Compliance and Monitoring

For each administration of medication, staff will record:

- The child's full name
- The name of the medication
- The date, time, and amount administered
- The name of the staff member who administered it

Records will be retained for at least 3 months and are audited annually by Texas Health and Human Services.

Please contact the Directors or Administrative Coordinator for assistance with submitting required documentation or with any questions regarding this policy.

Allergies

Children with allergies or other notable medical conditions must have a doctor's diagnosis and medical form on file before attending class. A child with a medical condition requiring isolation while eating must give the Director a physician directive to that effect. We are a nut-free school, and any food containing nuts will not be given if brought to school, to ensure the safety of all children and staff.

Immunizations (Updated August 2024)

In accordance with Texas state law, A Children's Village Immunization policy is as follows: children may not begin school until the immunization and physician's statement requirements are met.

Children receiving vaccinations must be up to date on vaccines in accordance with the vaccine

schedule required by the State of Texas. Immunization records must be up to date for each child who receives immunizations — please give us an updated record as soon as your child receives any additional immunization. Parents with very young children who receive immunizations should give us an updated record every few months.

Families seeking a medical exemption must submit a signed physician's medical exemption statement. Students requesting a medical exemption must annually submit a signed, dated letter from the student's Texas-licensed treating physician (M.D. or D.O.) specifically stating the basis for the exemption and that the required vaccines would be medically contraindicated or pose a significant risk to the health of the child or a household member.

Families requesting a conscientious vaccination exemption must submit the original notarized Exemption Affidavit from the State of Texas — copies of the affidavit will not be accepted.

2026 - 2027 Texas Minimum State Vaccine Requirements for Childcare and Pre-k Facilities

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements for childcare facilities by the Human Resources Code, Chapter 42.

A child shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a childcare facility in Texas.

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	Diphtheria, Tetanus, Pertussis (DTaP)	Polio	Hepatitis B (HepB) ¹	<i>Haemophilus influenzae</i> type b (Hib) ²	Pneumococcal conjugate vaccine (PCV) ³	Measles, Mumps and Rubella (MMR) ^{1,4}	Varicella ^{1,4,5}	Hepatitis A (HepA) ^{1,4}
Zero through two months								
By three months	One dose	One dose	One dose	One dose	One dose			
By five months	Two doses	Two doses	Two doses	Two doses	Two doses			
By seven months	Three doses	Two doses	Two doses	Two doses	Three doses			
By 16 months	Three doses	Two doses	Two doses	Three doses	Four doses	One dose	One dose	
By 19 months	Four doses	Three doses	Three doses	Three doses	Four doses	One dose	One dose	
By 25 months	Four doses	Three doses	Three doses	Three doses	Four doses	One dose	One dose	One dose
By 43 months	Four doses	Three doses	Three doses	Three doses	Four doses	One dose	One dose	Two doses

¹ Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.

² A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12 - 14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 - 59 months of age is in compliance with these specified vaccine requirements. Children 60 months of age and older are not required to receive Hib vaccine.

³ If the PCV series is started when a child is seven months of age or older, or the child is delinquent in the series, then all four doses may not be required. Please reference the information below to assist with compliance.

- For children seven through 11 months of age, two doses are required.
- For children 12 - 23 months of age: if three doses have been received prior to 12 months of age, then an additional dose is required (total of four doses) on or after 12 months of age. If one or two doses were received prior to 12 months of age, then a total of three doses are required with at least one dose on or after 12 months of age. If zero doses have been received, then two doses are required with both doses on or after 12 months of age.
- Children 24 months - 59 months of age: meet the requirement if they have at least three doses with one dose on or after 12 months of age, or two doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, an additional dose is required. Children 60 months of age and older are not required to receive PCV vaccine.

⁴ For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday. Vaccine doses administered within four days before the first birthday will satisfy this requirement.

⁵ Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of child) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." The written statement will be acceptable in place of any and all varicella vaccine doses required.

2026—

2027 Texas Minimum State Vaccine Requirements for Childcare and Pre-K Facilities.

Texas law allows physicians to write medical exemption statements that clearly state a medical reason exists that a person cannot receive specific vaccines, and allows parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including religious belief — but not simply for inconvenience (such as a lost or incomplete record). The original Exemption Affidavit must be completed and submitted to the school. For medical exemptions, a written physician's statement must be submitted; unless the statement notes a lifelong condition, it is valid for only one year from the date signed. ACV does not have a policy regarding employee vaccination for preventable diseases.

Information on exclusions from immunization requirements, provisional enrollment, and acceptable documentation of immunizations may be found in §97.62, §97.66, and §97.68 of the Texas Administrative Code, respectively and online at dshs.texas.gov/immunizations/school.

Exemptions

Texas law allows (a) physicians to write medical exemption statements which clearly state a medical reason exists that the person cannot receive specific vaccines, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem).

Childcare and pre-k facilities should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health. Instructions for downloading and requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at dshs.texas.gov/immunizations/school/exemptions.

The original Exemption Affidavit must be completed and submitted to the childcare or pre-k facility. For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. Validation includes a signature, initials, or stamp. An immunization record generated from an electronic health record must include clinic contact information and the provider's signature/stamp along with the vaccine name and vaccination date (month, day, and year). An official record generated from a health authority is acceptable. An official record received from school officials including a record from another state is acceptable.

Safe Sleep for Infants

All staff, substitute staff, and volunteers at A Children's Village follow the safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants, to reduce the risk of SIDS/SUIDS:

- Always put infants to sleep on their backs, unless an Infant Sleep Exception form (2710) signed by the infant's health care professional is on file.
- Place infants on a firm mattress with a tight-fitting sheet, in a crib that meets CPSC federal requirements.
- For infants younger than 12 months, cribs should be bare except for a tight-fitting sheet and mattress cover — no soft or loose bedding, blankets, pillows, stuffed toys, bumper pads, liners, or sleep positioning devices. Infants must not have their heads, faces, or cribs covered at any time.
- Do not use sleep positioning devices such as wedges or infant positioners — the AAP has found no evidence these are safe, and their use may increase suffocation risk.
- Ensure sleeping areas are well ventilated and at a comfortable temperature for a lightly clothed adult; if an infant needs extra warmth, use sleep clothing rather than blankets.
- Place only one infant in a crib to sleep.
- Infants may use a pacifier during nap time, but it must not be attached to a stuffed animal or the infant's clothing by a string or cord.
- If an infant falls asleep in a restrictive device (bouncy chair, swing, or car seat), move the infant to a crib immediately, unless an Infant Sleep Exception form (2710) is on file.
- Our childcare program is smoke-free (including e-cigarettes and vaporizers). Staff actively observe sleeping infants by sight and sound.
- If an infant is able to roll back and forth, place the infant on their back for sleep and allow them to assume a preferred sleep position.
- Awake infants will have supervised "tummy time" several times daily to strengthen their muscles and develop normally.
- Do not swaddle an infant for sleep or rest unless an Infant Sleep Exception form (2710) is on file.

Preventing and Responding to Abuse and Neglect

In accordance with Texas Department of Family and Protective Services (TDFPS) minimum standards, ACV provides annual training to all staff on preventing, recognizing, and reporting child abuse and neglect, including warning signs and prevention techniques. As a licensed daycare center, we are required to report all suspected cases of child abuse and/or neglect immediately to the Texas Child Abuse Hotline or a law enforcement agency. Failure to report suspected child abuse or neglect is a crime.

Report Abuse

- By phone: 1-800-252-5400
- Online: Texas Abuse Hotline — txabusehotline.org
- The hotline is available toll-free, 24 hours a day, 7 days a week; email reports of suspected abuse or neglect cannot be accepted.

Helpful Resources

Texas HHSC — <https://www.hhs.texas.gov/>

Local Licensing Office — 713-287-3238

The success of our program and the optimal development of each child depend upon a shared commitment between parents and staff. We make every effort to individualize each child's learning experience at ACV. When needed, we work with you and any specialist your child is working with to create a productive plan for your child. We welcome your involvement in your child's early learning experience, as this will have a positive impact. Thank you for letting us teach, love on, and shepherd your child!

Special Care Needs

ACV seeks to create an inclusive, nurturing environment by celebrating students' individual characteristics, promoting Christian values and fostering a love for learning.

When planning activities for students, our teachers will:

- Provide a child with special care needs with the accommodations recommended by a health-care professional, or a qualified professional affiliated with the local school district or early childhood intervention program;
- Utilize as recommended any adaptive equipment that has been provided to the center for a child's use;
- Ensure that a child who receives early intervention or special education services can receive those services from a qualified service provider at our operation, with parental request and approval;
- Ensure that activities integrate children with and without special care needs; and
- Ensure that caregivers adapt equipment and procedures and vary methods as necessary to care for a child with special needs in a natural environment. (26 Tex. Admin. Code § 746.2202)

ACV may not always be the most appropriate placement for every child. Student needs must be addressed in the context of a comprehensive team approach that includes parents, teachers, and administration. While ACV does not provide special education services, administration will work closely with parents to support the needs of children in our care. We request that all relevant information, evaluations, and reports be made available to ACV prior to enrollment so that we may assess each child's needs and determine the most appropriate placement. **If, at any time, ACV determines that a student's needs or required accommodations exceed the resources, staffing capacity or expertise of our staff, ACV reserves the right to determine that the program is not an appropriate placement and to deny enrollment or discontinue enrollment.**

Vision and Hearing Screening

The Special Senses and Communication Disorders Act of Texas requires that all 4-year-old children in a licensed program be screened for possible vision and hearing problems. All children must have their vision and hearing tested by their doctors at their 4-year-old checkup. Please provide a copy of this screening to the school for their file.

Outdoor Play and Environmental Health and Safety

A fundamental element of our daily curriculum is to provide children with outdoor play opportunities. All age groups excluding infants receive a minimum of 45 minutes a day engaged in outdoor play, utilizing playground equipment and outside toys. Additional indoor activities to promote physical development are provided during inclement weather.

Teachers will limit or provide alternate indoor activities when any of the following conditions exist:

- Severe weather alert.
- Heavy rain, active thunder, or lightning.
- Ozone alert — Level Orange/Ozone Action Days restrict outdoor activities for sensitive groups; Levels Red and Purple restrict outdoor activities for all children. Environmental pollution alerts apply similarly.
- Extreme temperature, measured by heat index (air temperature + humidity): 90°F (84°F + 70% humidity) is CAUTION — outdoor time reduced to 20 minutes; 100°F (90°F + 55% humidity) is DANGER — children must use indoor play spaces.
- Cold temperatures below 32°F — children will use indoor spaces for play.

Teachers are informed of severe weather, ozone, and environmental pollution alerts and extreme temperatures by the Director or Administrative Coordinator, using the Texas Commission on Environmental Quality's alert service. If your child has chronic respiratory issues, please advise the teacher if activities should be modified in the event of an alert.

Playground Rules

Children have a wonderful time on our playground! We believe that safe, supervised "risky play"—climbing, balancing, testing new challenges—builds confidence, resilience, and physical competence, so our rules focus on the few non-negotiables that keep children safe while leaving room for them to challenge themselves. Playground use is restricted to A Children's Village and Super Summer Stuff students during their operational hours. Playgrounds are not for parents during operational hours. Those supervising children during program hours are trained in developmentally appropriate risk assessment for each age group — please familiarize yourself with the playground guidelines so you can reinforce them with your child. The piece of equipment closest to the windows is built for older preschoolers; the larger piece of equipment is built for elementary-school-age children.

- Climbing, balancing, and trying new physical challenges are encouraged — adults stay close enough to support, not to prevent the challenge.
- Slide down feet first; take turns and wait for the child ahead to clear the slide before starting.
- Keep toys and food off the playground equipment so hands and feet stay free for climbing and balancing.
- Sneakers or other closed-toe shoes with backs and a buckle strap around the ankle are preferred; sandals with buckle straps at the top of the foot and ankle are acceptable. Flip-flops, backless shoes, and ballet slippers are not permitted.
- Look at the plants and shrubs, but please don't touch, climb, pull off leaves, or run/walk

in flowerbeds.

- Please help keep the area clean; pick up trash when you see it.
- Take turns on climbing structures — one child moving through a section at a time keeps everyone's hands and feet safe.
- Standing or climbing on rails and surfaces not built for it is redirected to equipment designed for that kind of challenge.
- Make sure the metal gates are closed at all times.
- An adult must be watching the children at all times, positioned to step in quickly if needed. All rules are for all adults to be familiar with and enforce; this adult must have authority to make decisions in case of an emergency.

Sunscreen/Insect Protection

Parents are encouraged to apply sunscreen or insect repellent to their child prior to coming to school. Sunscreen with an SPF of 15 or higher is defined as skin protection. Teachers can apply sunscreen and/or insect repellent at other times during the day with written permission from the parent. Parents may send insect repellent containing no less than 10% and no more than 30% DEET. An Authorization for Applying Sunscreen/Insect Repellent form is available at the front desk. Aerosols are prohibited — parents may send a pump spray.

Field Trips

Field trips are an important part of your child's education. At A Children's Village, field trips will be limited to walking field trips within the surrounding community or in-house field trips where educational experiences are brought to the school. Advance notice will always be given, and permission forms must be completed and returned when required.

Animals

Any animals living in our facility or visiting the school during a specific unit of study must be approved by the Director and, if applicable, have veterinarian papers on file in the office. Approved animals must be caged. No fowl or reptiles may be in the facility. No personal pets may be brought into the building without permission from the Director and appropriate vaccination papers on file.

Water Activities

Children periodically have opportunities to play with a water table — a container with 4–5 inches of water where children sink, float, or wash items. Older children in PK 3–4 will have a splash day in May and, during the summer program, small wading pools will be used. There is a Water Play Consent form for parents to give permission for their child to participate in these activities.

Children's Product Safety

Licensing standards require that we certify there are no unsafe children's products in use or accessible to children in our care at any time. Our staff regularly checks items used by children, including reviewing the Consumer Product Safety Commission's (CPSC) lists of recalled children's items. You can access a listing of unsafe children's products through the CPSC website (www.cpsc.gov) or the DFPS website (www.dfps.state.tx.us).

Food

Please bring a healthy and nutritious lunch and snack daily.

Nursing Room

A nursing room is available if a mother chooses to nurse a child registered in ACV.

Nut-Free School

ACV is a nut-free school in all classrooms. Please do not send peanut or tree nut products to school. Sun Butter and Soy Butter are good-tasting alternatives that many children don't notice a difference with. Please label foods that are nut/peanut look-alikes to assure the teacher it is nut-free.

Snack

Parents will provide all food needed by their child or baby, including a nutritious and nut-free snack. This includes water for formula if tap water is not acceptable.

Snack Ideas

- Sliced fruit / fruit cup
- Yogurt / apple sauce
- Cheese and crackers
- Granola bar (nut-free)
- Raisins or snack mix (nut-free)
- Veggies and ranch dressing
- Hummus and pita chips
- Beef jerky
- Dry cereal
- Muffin or bagel

Lunch

Lunches, including water, are to be brought from home by all children. It is extremely important that lunches are wholesome and nutritious; please avoid high sugar, salt, fat, or preservatives. Send only 100% fruit juice, milk, or water for the drink — no carbonated or sugary drinks. Food should be ready to serve (oranges peeled, grapes cut, food cut into bite-sized pieces, food warmed, etc.). Please send lunch kits with cool or hot containers as applicable; refrigeration is available only in the infant classes.

Health department regulations limit food preparation on-site. Children will be encouraged to eat, but never forced, nor will food be withheld from a child during snack or lunch without a physician's instruction. Uneaten food will be sent home unless it cannot be transported sanitarily. Ongoing eating concerns will be addressed with parents. Please send eating utensils, napkins, and straws when needed, and food that will meet your child's daily needs.

Potty Training

ACV supports developmentally appropriate approaches to potty training, understanding that children reach this milestone at their own pace and with unique needs (typically between ages 2–4). Our teachers partner with families to support every child's potty-training journey and help them succeed.

Teachers and staff work in partnership with parents to encourage and support training without pressure. Parents are expected to communicate their child's progress, routines, and needs. Teachers may use tools like daily reports, Brightwheel, or email to share potty updates and work toward consistency between home and school.

Supplies Required

Families are asked to provide:

- Extra clothing (including socks and shoes)
- Training underwear or pull-ups (if applicable)
- Wipes

Accidents happen, even after a child has learned to use the potty. We are prepared for occasional accidents and handle them discreetly and supportively.

Personal Belongings

Every child needs at least one complete change of clothing (top and bottom), including underwear and socks. Younger children and children not completely potty-trained need more than one change.

Part of each day, weather permitting, is spent outdoors. Please dress your child in comfortable play clothes that are easy for young hands to fasten and take on and off — many activities are messy, so fancy clothes are best left for other times. Sneakers or other closed-toe shoes with backs and a buckle strap around the ankle are preferred; sandals with buckle strap closures at the top of the foot and ankle are acceptable. Flip-flops, backless shoes, and ballet slippers are not permitted.

Please send multiple changes of labeled clothes, an extra pair of shoes, socks, underwear, and a sweater or jacket to be kept at school — there is little storage space in the classrooms. Bags and backpacks are stored in the hallway; please take them with you as you leave. Teachers will give detailed instructions at Parent Orientation. **Please make sure all items are labeled with the child's name.**

Infants will need labeled diapers, bottles (with first name and last initial), and baby food if applicable. No glass bottles.

Children who are walking need a vinyl mat and cover for nap time — a crib sheet, king-sized pillowcase, light cover, or “roll up nap mat” sized to the sleeping mat (sleeping bags are too large for our storage space). A vinyl bag is provided for storage of each child's sleeping gear, which should be taken home to be laundered every Friday or when soiled.

Children may also bring a soft sleeping toy (“lovey”) to cuddle with during rest time — it will remain in the cubby and be used only during nap time.

Girls wearing dresses or skirts must wear fitted shorts (such as bike shorts) underneath.

What Not to Bring

- Personal items, unless they are cuddle toys for rest time or items requested by the teacher for sharing — items can become a source of unhappiness when lost, broken, or misplaced.
- Toy guns, weapons, or other war toys.
- Candy, gum, or carbonated beverages.
- Glass bottles or containers of any kind.

Birthday Celebration Guidelines

Birthdays are a fun time, and you have the option to help your child celebrate at school! Birthdays will be celebrated in Butterflies, Turtles, Ducks, Pandas, Kangaroos, Frogs, Cubs, Jaguars, Giraffes, and Owls by providing fun, easy-to-serve snacks and paper goods. Please turn in the birthday snack form (at the front desk) to the teacher at least 3 days before the

celebration so it can be posted to inform other parents. Birthday snacks must be prepackaged by a facility with a Food Preparation License from the City or County, and must avoid anything with tree nuts, peanuts, or nut oil — this assures the food has been handled in a sanitary environment acceptable to the State Health Department. Please only bring store-bought snacks or food for the class to share. Party favors are welcome and will be sent home with your child; please do not send balloons.

A Children's Village requests that birthday party invitations only be distributed at school if every child in the class is included — a great way to foster relationships with your child's friends and their parents!

Bring birthday napkins and feel free to decorate the outside of individually packaged snacks with stickers and/or ribbon to involve your child. Please make sure all treats are sealed from the bakery/store to meet health guidelines.

Birthday Treat Ideas

- Cupcakes/cookies
- Donut holes
- Muffins
- Ready Pac fruit with spoons, or a fruit tray
- Individual applesauce or gelatins (with spoons)
- Individually packaged snacks
- String cheese with fun-shaped crackers

ACV Celebrations

A Children's Village has an annual school celebration each year. The fellowship time for all ACV children and their families takes place in December. All children present a program for their parents, followed by a time of fellowship — there is no childcare during the program. Classes will meet that day until 11:00 a.m., at which time parents with children not participating must pick up their children. The celebration will end before 1:00 p.m. Extended Afternoon Learning will NOT be offered on the day of the celebration.

Holiday Celebrations

Each teacher will decide what will be done to celebrate these special times. Parents may be asked to donate snacks or supplies when a special event is planned in their child's class. The amount of parental involvement during holiday celebrations will vary from class to class; as a normal rule, the older the children, the more parental involvement will be requested.

Photographs & Social Media

During registration, each family completes a photograph permission form indicating whether their child's image may be used on our school's social media accounts, as well as in promotional materials, brochures, and articles. We honor these preferences at all times. If you wish to change your selection at any point during the school year, simply submit your updated preference in writing to the front office. Changes will take effect immediately upon receipt.

School pictures are taken in both the fall and spring each year; dates will be sent out once determined. Individual pictures are taken in the fall, and class pictures are taken in the spring. Children who do not normally attend class on one of those days are invited to come during their class's scheduled time. These photos are taken by a third party and are purchased by parents.

We love that you want to capture and celebrate your child's moments at school! To protect the

Commented [RH1]: @Erika Roberts check out the updated photograph and social media statement

Commented [ER2R1]: @Rosie Hirschfeld This looks good to me.

privacy and safety of all children in our care, we ask that families follow these guidelines when sharing photos or videos taken at school events, performances, classroom activities or downloaded from Brightwheel:

- **Crop or blur** the faces of any children other than your own before posting to social media or sharing digitally.
- If cropping isn't possible, please **cover other children's faces** with a sticker, emoji, or similar overlay.
- Do not tag or identify other families' children by name in any post or caption.
- These guidelines apply to all platforms, including Facebook, Instagram, TikTok, personal blogs, and group chats outside of our school community.

Emergency Preparedness

ACV's emergency plan was developed by a parent volunteer committee. A copy is on file in the Director's office for review. The offsite shelter secured in case of emergency is 3831 Amherst Street, the Youth Building for West University Baptist Church. When parents must be contacted due to an emergency, we will use the email and phone numbers on record — please keep your contact information current.

Evacuation Plan

This plan is followed in the event of a fire, gas leak, bomb threat, or chemical release inside the building. In all these conditions, staff and children will be evacuated out of the WUBC facility to an offsite shelter.

When the Director calls for an evacuation of the building, the following actions will be taken:

- Administrative staff will notify all teachers of the evacuation.
- The Directors will call 911 and describe the location and nature of the event. In the event of a gas leak, the Director should exit the building prior to calling, to prevent possible ignition via a phone line.
- Teachers should line up all children in their care. One teacher takes the evacuation route map and leads the children along that route; the second teacher takes the check-in/check-out list and emergency contact list and follows the line after verifying all children are out of the classroom and adjacent restroom.
- Children under 24 months of age will be evacuated in cribs.
- If a primary evacuation route is blocked, the lead teacher follows the secondary route, adjusting as needed to avoid dangerous areas. Classroom windows do not open.
- Regardless of route, children are brought to the assembly area shown on the evacuation route map. If unable to reach it, contact the Director or Administrator via mobile phone.
- At the assembly area (WU Youth Building on Amherst St), a second headcount verifies everyone is present. Any children or staff needing medical attention are identified and reported to emergency responders by the Director.
- All parents will be contacted from the assembly area to notify them of the event; calls do not begin until all children are accounted for. Teachers bring Parent Contact, Emergency Contact, and Doctor's information lists during an evacuation.
- The Directors will notify teachers and staff whether to re-enter the building or contact parents for pick-up, after consultation with emergency authorities and WUBC staff.
- If parent pick-up occurs, parents pick up children on Amherst St at the WU Youth Building to avoid conflicts with emergency responders.

Inclement Weather & Emergency Closures

A Children's Village follows the inclement weather closures and delayed openings of the Houston Independent School District (HISD). In the event of severe weather, please monitor local news outlets or HISD announcements for the most up-to-date information.

If HISD closes after the school day has begun, we ask that parents pick up their children as soon as it is safe to do so. We will notify families by email and phone and will ensure all enrolled children remain safe and supervised until they are picked up.

In the event that A Children's Village must close due to severe weather or another act of God, **the designated make-up school day will be April 16, 2027**. If this make-up day is needed, families will be notified as soon as possible. Should additional closures occur beyond this designated make-up day due to acts of God or other circumstances beyond the school's control, those days will not be made up or refunded.

If our building becomes unsafe and evacuation is necessary, children and staff will relocate to the Youth Building of West University Baptist Church, located at 3831 Amherst Street, Houston, TX 77005. Families will be notified immediately if relocation occurs.

Volunteer Opportunities

Fundraising Committee

This committee has at least 10 parents who work with a chairperson to implement fundraising projects to raise money for additional classroom experiences and enrichment activities.

Yearbook Committee

This committee consists of 3-5 volunteers that work together throughout the year to review and select photos for yearbook, ensure all students are pictured in the book, design and organize the layout including candid photos, special events and class pictures.

ACV Christmas Celebration Planning Committee

This committee is made up of 8 to 10 people who work with chairpersons to plan and decorate for the event. They also draft and send invitations to all school families.

Teacher Appreciation Dinner

This committee is made up of 10 parents who work with chairpersons to draft and send invitations to ACV staff, decorate the day of the dinner, and host the event. They also help coordinate food provided by other parents. This event is scheduled early in May.

Classroom Parent

Each classroom will have a classroom parent and a co-parent who are in charge of communicating class news to other parents. These parents also help coordinate school parties, support school events, and encourage others to volunteer when needed.



@achildrensvillage



A Children's Village