

Please sign and return signature page.



Parent Handbook

3901 North Star Road
Richardson, Texas 75082
972-669-9454

Fax: 469-916-9592

www.canyoncreekpres.org - click on "Our School"

office@northstarlearningcenter.org

Tax ID#:75-1337637

Mission Statement

The mission of North Star Learning Center is to serve our community by providing child-focused, quality education and care for young children in a loving, nurturing environment. We strive to meet the physical, emotional, cognitive, and social needs of each individual child. To this end, we provide developmentally appropriate programs delivered by qualified staff which challenge and enrich our children, providing them with opportunities to maximize their God-given potential.

The *Parent Handbook* provides parents and staff with a clear and concise statement of the basic policies, procedures, and philosophy of North Star Learning Center. Although the *Handbook* is not intended as a definitive statement on these subjects, and no handbook can cover all situations, it is written to answer the most frequently asked questions about the policies and procedures of the school. In the *Handbook*, it is important to realize that our policies and procedures are formulated to implement our goals in Christian education, as well as to provide for a safe, orderly, efficient and consistent approach to situations. Consistent support of these policies and procedures will produce significant and lasting accomplishments for the North Star Learning Center students.

Important Numbers:

North Star Learning Center	972-669-9454
Director, Debbie Webb	ext. 314
Assistant Director, Robyn Shearin	ext. 0
Assistant Director, Brandee Donahue	ext. 331
North Star Learning Center Fax	469-916-9592
Canyon Creek Presbyterian Church	972-238-8103

School Hours

Half Day Program 9:00am to 2:00pm

Full Day Program 7:00am to 6:00pm

Summer Hours (June & July) 7:30am to 5:30pm

Parents may visit the childcare center at any time during our hours of operation to observe their child, the childcare center's program activities, the building, the premises, and the equipment without having to secure prior approval.

Our Main Goals

- We will exemplify and promote virtues of the Christian faith.
- We will recruit, retain, develop, and recognize highly qualified staff.
- We will expect the continuing education of staff and leadership in the areas of academia and spiritual renewal.
- We will require responsible fiscal management, integrity, efficiency, and effectiveness in all operations.
- The Committee will provide leadership in setting policy, maintaining high standards and supporting the administration.

Hallmarks of North Star Learning Center

North Star Learning Center strives to make a difference. North Star Learning Center views teachers, children and parents from the wisdom given in scripture. The Bible says “Loving God is the greatest commandment” *Matthew 22:38*. At NSLC, we make six important promises to our parents to fulfill this command.

1. To love our students by showing kindness, gentleness, compassion, care and concern.
2. To ensure that North Star Learning Center teachers and administrators are competent, qualified, dedicated and caring.
3. To guarantee that we will communicate with parents about their child(ren).
4. To work diligently to merit your trust and confidence by viewing parents as partners.
5. To base our school philosophy and practices on the truth and wisdom of scripture.
6. To be committed to prayer because we believe “The prayer of the righteous is powerful and effective” *James 5:16*.

Five Commitments we ask of NSLC parents:

1. Support the philosophy and standards of North Star Learning Center.
2. Pray for the school community.
3. To be actively involved in shaping their children’s values.
 - a. Model appropriate behavior.
 - b. Be involved in your child’s learning.
4. View us as partners.
 - a. Welcome and open to constructive feedback regarding your child.
 - b. Allow your child to experience and take ownership of their actions.
5. Allow us to be the first contact in addressing your concerns.

Admission Procedures

To be enrolled at NSLC, the following paperwork must be on file three business days prior to start date:

- Enrollment Form with the \$250 annual, non-refundable registration fee
- Signed Handbook Agreement Page
- Current Immunization Record
- Medical Form complete with doctor's signature or attached doctor's note
- ACH Automatic Bank Draft form
- Any legal custody documents
- Vision & Hearing screening for students entering Preschool D.

Class placement is based on your child's age on or before September 1st. Infants must be at least 8 weeks old to attend.

Door Key Policy

All parents and caregivers of North Star students will use an electronic key for accessing the building. You will be invited to download a phone app that will enable door opening.

Non-Discrimination Policy

NSLC extends to all students of any race, color, national and ethnic origin the rights, privileges, programs and activities generally accorded or made available to students of the school. NSLC does not discriminate based on race, color, or national and ethnic origin in administration of our educational and/or admission policies. All students will be expected to participate fully in all Christian education. No exceptions or exclusions will be made for any student.

Inclusion Policy

Caregivers will provide planned activities designed to meet the individual needs and developmental level of each child. We 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 districts or early childhood intervention programs. We will utilize as recommended any adaptive equipment that has been provided to the center for a child's use. Any child who receives early intervention services or special education services can receive those services from a qualified service provider at our operation with parental request and approval. We will ensure that caregivers adapt equipment and procedures and vary methods as necessary to ensure that we care for a child with special needs in a natural environment.

Assessment Policies

North Star Learning Center is committed to meeting the needs of all students. The classroom curriculum and activities are designed to enhance the physical, academic, social, emotional, and spiritual growth of the children entrusted to our care. NSLC strives to make all decisions in the best interest of each individual student attending our school.

During the course of a student's enrollment at NSLC, it may become apparent that the student may have physical, academic, language, and/or social/emotional needs that cannot be adequately met by our program. When necessary, assessments will be used to determine if a student needs special services. A conference will be held with the parents and others to determine what referrals should be made.

Assessment will occur starting at the beginning of each year as each child's family will be given a "Getting to Know You" form to complete and return to the child's teacher. Families and teachers are encouraged to schedule a conference anytime there is a concern about a child's development, behavior or experiences at school.

For children with persistent, serious, and/or challenging behaviors, teachers, families, and other professionals will meet to develop and implement an individualized plan that supports the child's inclusion and success. The following steps should be taken if a teacher, family member or administrator notices a behavior of concern:

- The teacher(s) will complete an Addressing Behaviors of Concern form and return it to the director.
- The director or designee will observe the child and confer with the teacher about how to address the issues.
- If necessary, the teacher, director, or designee will schedule a conference with the child's family.
- If necessary, the teacher or director or designee will refer the family to outside resources who can help.

Information about each child (including but not limited to enrollment forms, medical forms, assessments and reports) will be kept in a closed cabinet when not being used by the child's teacher or staff. All information will be kept confidential and only shared with NSLC staff in professional consultation or with those people indicated by the child's family. NSLC assures that privacy and confidentiality of student records will be handled in an appropriate manner.

Attendance and Absence Policy

We require all students to be checked in by 9:00am. Students who are not able to arrive by 9:00am may not attend that day (doctor's appointments are an exception). On-time arrival will ensure that your child feels included and prepared for what is ahead for the day. If your child is going to be absent or late because of a doctor's appointment, please notify the school. Children may not return to school during nap hours. Also, please let us know of any communicable illnesses.

***Please note: There are no make-up days for any absences**

Temporary withdrawals due to extended trips, etc. will require a \$50 re-enrollment fee. Your child's spot in the class will not be held unless tuition is paid while away on any extended absence.

Birthday Celebrations and Invitations

We will be happy to distribute invitations, but we ask your cooperation in the following manner:

- Every child in the class must be invited (all girls, all boys, or the entire class).
- It must be clear to the other parents that this is not a school function.
- The invitations must be sent in your child's bag at the beginning of the day to allow the teacher time to place them in the folders.
- Let the teacher know if you plan to provide store bought cookies at school for your child's birthday. Birthday celebrations at school will be kept simple. This is NOT a birthday party - just an acknowledgement that today we are celebrating your child's special day. **We require only store-bought cookies be sent in a sealed container.** Please NO cupcakes, cakes, pizza, balloons, party favors or candles. We will be happy to celebrate your child's summer birthday. Please speak with your child's teacher to schedule an appropriate day.

Biting

We recognize that biting is a developmentally appropriate behavior for children in the Preschool A and B classrooms. Parents with children in these classrooms should expect that their children may be bit or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior.

Cameras and Photographs

Cameras

North Star Learning Center has closed circuit cameras. Due to privacy laws, recorded camera footage is for North Star Learning Center's reviewing only. Parents may not request to view footage. North Star Learning Center will cooperate with local law enforcement and childcare licensing. Available camera footage will be released to local authorities with a court order. The privacy of the children is especially important to us. For this reason, the cameras are not available over the internet.

Photographs

North Star Learning Center believes in the benefit of using real life pictures in our educational program. Photos taken of the children will be taken with a school owned camera and will only be used in our program. If parents choose to take pictures of events held at our program, they may only photograph their child, unless the other parent gives written permission. Please note during certain NSLC events photographs may be taken. If you wish for your child to not be photographed, you may want to remove them from these events.

Christian Education

Morning Devotions – All classes begin each day with a devotional time. The purpose of this activity is to develop students’ skills in listening, understanding, and living God’s Word, the Bible.

Chapel – Chapel is a very special time of our week for Preschool C and D. It is a time to honor God and be grateful for Him. Chapel symbolizes the school’s commitment to Christian spiritual values and is a time of worship and an opportunity to foster spiritual and moral development. This is an integral part of our program, and all designated classes are expected to attend.

Communication

We use the Procure app for daily information. Upon enrollment, you will receive an email invitation to set up your account. A monthly newsletter is published through the Procure app during the academic year. It is vital that every family be on this app. Please notify the school of any phone number and email address changes so that you continually receive important school information. The director may be reached by phone or email to discuss any questions or concerns about our policies and procedures.

Discipline & Guidance

(Subchapter L in Minimum Standards page 157)

§746.2803. What methods of discipline and guidance may a caregiver use?

Subchapter L, Discipline and Guidance April 2017

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding;
- (3) Directed toward teaching the child acceptable behavior and self-control; and
- (4) A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
 - (A) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - (B) Reminding a child of behavior expectations daily by using clear, positive statements;
 - (C) Redirecting behavior using positive statements; and
 - (D) Using brief supervised separation or time out from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of the child’s age.

§746.2805. What types of discipline and guidance or punishment are prohibited?

Subchapter L, Discipline and Guidance March 2023

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited [High]:

- (1) Corporal punishment or threats of corporal punishment [High];
- (2) Punishment associated with food, naps, or toilet training [High];
- (3) Grabbing or pulling a child [High];
- (4) Putting anything in or on a child’s mouth [High];
- (5) Humiliating, ridiculing, rejecting, or yelling at a child [High];
- (6) Subjecting a child to harsh, abusive, or profane language [High];
- (7) Placing a child in a locked or dark room, bathroom, or closet [High];
- (8) Placing a child in a restrictive device for time out [High];

(9)Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with §746.2803(4)(D) of this subchapter (relating to What methods of discipline and guidance may a caregiver use?) [High]; and

(10) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age [High].

Any form of physical aggression by a child is unacceptable and will be taken seriously. This includes hitting, kicking, biting and spitting. If a child is causing harm to self and/or others, he/she will be placed in a time out situation in the classroom or in the office. Depending upon the severity of the behavior, the Director will be notified, and the child may be sent home for the remainder of the day. A conference will be called with the parents after the second occurrence. After the third incident of being sent home, NSLC reserves the right to expel the child from future attendance.

Dress Code

Busy, creative, active play can be messy regardless of the age of the child. Please dress your child in play clothes that can get dirty and that are appropriate for weather conditions (don't forget a jacket/coat). Even when children wear smocks to cover clothing during messy activities, we cannot guarantee that spills and stains will not occur. We suggest that you dress your child as if they are painting every day! Dress-up costumes are not allowed. Girls wearing dresses/skirts must wear shorts underneath. Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in our school.

Children should wear comfortable, functional shoes that allow them to run and climb. **Closed toe shoes with rubber soles are required.** For children's safety, heeled shoes, particularly cowboy boots, rain boots, dress shoes, Crocs, flip flops, and sandals are not allowed. Please send at least one seasonally and size appropriate change of clothing to keep at the school (shirt, pants, underwear, socks, and shoes). It's very helpful to send several extra sets of clothing when your child is potty training. Please label all belongings with your child's name.

Drop off/Pick Up of Children

We require all students to be checked in by 9:00am. Students who are not able to arrive by 9:00am may not attend that day (doctor's appointments are an exception and a note is required).

We do understand that there may be times when there is a need to have your child picked up by someone other than yourself. In these instances, the parent/guardian must notify the school prior to the desired pick-up time. Upon arrival, the designated person must present valid picture identification, such as a driver's license at the NSLC office.

Half day students are dismissed between 1:45-2:00pm. Children that are staying as a part of our Full Day program must be picked up by 6:00pm. Our License from the State of Texas ends at 6:00pm. It is essential that you arrive before that time to pick up your child. After your child's scheduled pick up time a late pick up penalty of \$20.00 will be charged for anytime within the first 5 minutes late and then an additional \$1.00 for each minute past 5 minutes.

Emergency Procedures

Emergency Procedures have been put in place to ensure the safety of your children. These procedures were developed by the NSLC and CCPC staff in conjunction with area police officers. The type of emergency determines the location of pick-up. If for some reason you are unable to retrieve your children in a timely manner, the school is prepared to care for your child until you arrive. In the event students need to be evacuated from the school campus, the school will assume the responsibility of insuring safe transportation of all students utilizing all available strollers, evacuation cribs and any and all school and church staff to the evacuation site of Otto Middle School. In the extreme case of an evacuation to the off-site location and walking is not an option, children will be loaded and accompanied by a teacher and driven in teacher/staff cars, with or without car seats to get them to the safe location in a timely manner. As soon as children are safely relocated, parents will be notified. The director or designee will contact local authorities and HHS as soon as children are safely relocated.

Emergency Evacuation Site(s):

Otto Middle School, 504 North Star Road, Richardson, TX 75082, 469-752-8500

Meadows Baptist Church, 3001 Los Rios Blvd, Plano, TX 75074, 972-423-5683

Homeland Security

If this type of emergency takes place, the children will be moved to M117, in the main building on the 1st floor. The children will be released from M117 only to the persons listed on the Family Information Form.

Weather Emergency

NSLC will follow the Plano Independent School District inclement weather closing decisions. If a severe storm occurs during school hours, your children will be taken to M117 until the weather passes. Using all means possible, we will notify parents. In most cases, the children will return to their classrooms, and we will remain open until the regular school day ends. Parents/guardians may choose to pick up children before dismissal time. Only those persons designated on the Enrollment Form may pick up your child/children.

Campus Emergency

If NSLC experiences an emergency in the geographical area of the school, we may elect to “lock down” the campus for the children’s safety. Other emergency situations might include such events as power or water outages, natural gas leakage, fire, an intruder, etc. The staff will evaluate the event and may contact a person designated on the Family Information Form for pick up. Teachers will take all steps necessary to ensure that the children are secure in the building unless it is necessary to evacuate.

Health Emergency

If NSLC experiences a health emergency, such as COVID 19 or other pandemic, we will follow the direction of State and Local officials or church leadership. In the event of a closure, no refunds or tuition credits will be given.

Events

Meet the Teacher – an opportunity for a one-on-one meeting with your child and their teacher prior to the first day of school.

Trunk-or-Treat – parents decorate their trunks and classes “trick-or-treat” to all the cars. This school-wide event is held in the morning on or near October 31st. Costumes are encouraged!

Friendship Feast (Preschool D only) – a Thanksgiving lunch event for our Preschool D students.

Christmas Program/Reception (Preschool D only) – Students will perform Christmas songs in celebration of Christmas focused on the birth of Jesus.

Dad’s Derby (Preschool C and D only) – an evening event for our Preschool C & D dads and students. Dads and students will build and race a pinewood derby car.

Valentine’s Day – students will bring Valentine cards for their friends. We provide a fun snack treat for all classrooms participating.

Dr. Seuss Week – a fun dress up week of celebrating the birthday of Dr. Seuss

Trike-A-Thon (Preschool C and D only) – this morning event is a fundraiser for St. Jude Children’s Hospital. Students learn about bike safety during the week with fun “rallies” each afternoon. On Trike-A-Thon morning, students will bring their bike/trike and have a scheduled time to ride around the track. We are proud of the amount of money we typically raise for St. Jude!

Muffins with Mom & Art Show (Preschool C and D only) – a morning event for our Preschool C & D moms and students. Moms and students will enjoy an art show, muffins, and a special performance by the students.

Fun Days – Fun-filled days of outdoor activities for all students including days like “Messy Day”, “Game Day”, and “Water Day”.

Preschool D Graduation – We will celebrate the end of the school year with a special performance and a reception. Parents will volunteer to decorate a table at the reception for their classroom.

Gang-Free Zone

In accordance with House Bill 2086, we are required to inform the families of NSLC that gang-related criminal activity or engaging in organized criminal activity within 1000 feet of this center/facility is a violation of the law and are therefore subject to increased penalty under state law.

Health and Safety Regulations

Hearing and Vision Screenings

Hearing and vision tests are required for all students entering Preschool D. This is most often completed at your four-year-old check up by your physician. You must provide this form before the first day of school.

Immunizations

The State of Texas has Minimum Vaccine Requirements for Child Care and Pre-K Facilities. Documentation of current appropriate immunizations is required with Registration Forms, and the

Health Record must be kept up to date. You may have your doctor fax immunization updates to NSLC or leave them at the front desk. If you choose to submit an exception for immunizations you must have an Affidavit signed by a physician stating that the immunization poses a significant risk to the child or a member of the child's family or household; or an Affidavit signed by the parent or guardian stating the immunization is declined for reasons of conscience as outlined in Health and Safety Code §161.0041.

North Star Learning Center encourages but does not require all employees to receive vaccine-preventable immunizations.

Medications

Prescription medication will be administered by the office staff only when prescribed 3 or more times a day and the middle dose is needed. We will not give over-the-counter medications. Prescription medications must be brought in the original container with the prescription label. Medication must be signed in daily at the front desk. All medication must be taken home daily except for Epi-pens, inhalers, and Benadryl for severe allergies. You must complete a F.A.R.E. (food allergy and anaphylaxis plan) each school year.

Illness and Injury

A child who shows any sign of illness should be kept at home for the protection of that child and other children.

- Cough
- Shortness of breath/difficulty breathing
- Chills/Shaking
- Muscle Pain
- Headache
- Loss of taste or smell
- Fever of 100 degrees or higher
- Vomiting
- Diarrhea
- Sore Throat
- Unexplained rash
- Pink eye or other eye infection
- Communicable diseases
- Head Lice (medicated shampoo/treatment given - all nits removed)

If you have any questions about whether to bring your child to school, please contact your pediatrician's office. Children must be symptom and fever free for at least 24 hours before returning to school. Fever free is defined as having a normal temperature without the use of fever-reducing medications. If required, temperatures may be checked upon arrival and throughout the day. Children attending class are expected to participate fully in all activities. No one will be allowed to sit inside during outdoor play.

When a child becomes ill during the day the parent(s) will be contacted. If we are not able to speak to the parents in a timely fashion, the emergency contact will be phoned. **Your child must be picked up within one hour of being notified.** Every NSLC staff member is trained in basic first aid and in CPR. In the event of an injury, first aid will be administered, and the parents will be notified. In case of a severe injury, emergency medical professionals may be called.

Nutrition/Lunch/Snacks

BREAKFAST SNACK: Parents may send breakfast for their child before 8:00am. Full Day students are offered a breakfast snack between 7:00am-8:00am. **Please do not send donuts or flavored milk.**

MID-MORNING SNACK: Parents send an "Energy Brain Boost" snack each day in the zipper pouch provided by the school. Please send healthy snacks such as a cheese stick, granola bars, dried or fresh fruits, or multigrain bread item and avoid sending snacks such as cookies, candy, or chips.

For our infants, we will provide mothers with a comfortable place to breastfeed, or you may provide breast milk/formula for your baby.

We do not heat or refrigerate lunches (bottles are an exception). Items that need to be kept cool should be sent in an insulated lunchbox with a cold pack. Items that should be served warm should be warmed at home and sent in an open mouth thermos. Due to choking concerns, children should not bring hot dogs that are whole or sliced into rounds, whole grapes, popcorn, and chunks of raw carrots. Any meat sent needs to be cut into small pieces. Items that require preparation, such as slicing apples or peeling oranges should be done in advance. We do not allow candy or soda.

We only allow plain water or plain white milk to be served at NSLC. Water bottles need to be sent daily containing only water. Water bottles and beverage containers with a straw or small flat nozzle are more developmentally appropriate. Glass containers of any kind (except baby food in the infant classroom) are not allowed due to it being a safety hazard.

Please send a nutritious lunch along with a napkin and any needed eating utensils. Parents are solely responsible for the nutrition of their child's lunch. We recommend that each child's lunch include at least one serving of each of the following major food groups:

1. Dairy (milk, cheese, yogurt): ½ cup
2. Vegetable/Fruit: ¼ cup of each
3. Protein (meat, eggs, beans): 3 oz.
4. Grain: enriched bread, whole or multi-grain crackers

No peanut butter or nuts allowed at NSLC-we are a nut-free building.

Pandemic/Emergency Closure Policies

Tuition policy

Should North Star Learning Center, an age group pod, or a classroom need to close for Pandemic/Emergency reasons, full tuition will be due for a closure of up to two weeks. If we are closed for longer than two weeks, 50% tuition of the remaining time of closure will be due. If a closure occurs, parents may give a 2-week notice to withdraw from the program if they feel it is in the best interest of their family. Two weeks' full tuition will be due during the 2-week notice period. A full registration fee (if you chose to withdraw) of \$250 will be required to re-enroll in the program after the pandemic/emergency closure.

Parental Concerns/Responding to Abuse and Neglect

If you have a concern with your child's progress or activities, that concern should first be discussed with your child's teacher. After this conference, if the concern remains, it is then appropriate to seek an appointment with the Director.

North Star Learning Center employees are trained annually in the protection of children from abuse and neglect using resources available in our community. We will be vigilant in increasing employee and parent awareness regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect. To report and obtain further information please contact TXDFPS using the information provided.

Contact information for the Texas Department of Family and Protective Services:

<http://www.dfps.state.tx.us/>

1-800-252-5400

A copy of our most recent inspection is posted in the "E" hallway of the building.

Parents Rights

In compliance with Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a childcare facility has the right to:

- Enter and examine the childcare center during its hours of operation and without advance notice.
- File a complaint against the childcare center.
- Review the childcare center's publicly accessible records.
- Review the childcare center's written records concerning their child.
- Receive inspection reports and information about how to access the childcare center's online compliance history.
- Have the center comply with a court order that prevents another parent or guardian from visiting or removing the child.
- Be given the contact information from the childcare center's local Childcare Regulation office.
- Inspect any video recordings of an alleged child incident of abuse or neglect involving their child providing that: video recording of the alleged incident are available; the parent or guardian does not retain any part of the video depicting a child that is not their own; and the parent or guardian of any other child in the video receives prior notice from the center.
- Obtain a copy of the childcare center's policies and procedures handbook.
- Review the childcare center's staff training records and any in-house training curriculum.
- Exercise these rights without receiving retaliatory action by the childcare center.

Pets & Toys from Home

Please do NOT allow your child to bring toys to school. We provide classroom activities and toys for our students. For the safety of our children, North Star Learning Center has a NO pet policy.

Physical Activity

Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle development, social-emotional development, and small muscle development by offering challenge and complexity in ways that are not attainable in a confined indoor space. Our Outdoor Classroom provides many opportunities for these activities. During the week classes will have both indoor and outdoor periods of time of moderate and vigorous activity. Each day a minimum of 60 minutes will be provided for those children attending our part time program and 90 minutes for those who attend our program full time. Our play will include both child-initiated activities where the equipment, materials and supplies are within reach of the child and the child chooses the activity on their own initiative as well as teacher activities that the teacher directs and chooses.

Unless inclement weather is present, children MUST go outside each day. During days of inclement weather provisions will be made to recreate indoors.

- Shade and sunscreen - shaded play areas are always available. However, parents are encouraged to dress children in sun-protective clothing and/or apply sunscreen with UVA and UVB protection of SPF 15 or higher. NSLC staff will not apply sunscreen. A signed medical form from a physician must be filed in the office for an exception to this policy.
- On occasion, students may have the opportunity to participate in water activities such as a water table and/or sprinkler.
- Insect repellent - based on recommendation from the Texas Department of State Health Services, parents are encouraged to apply insect repellent containing DEET on their children prior to arriving at preschool. NSLC staff will not apply insect repellent.

Potty Training

As a developmentally based program, we believe that toilet training should be positive and individually initiated. After a degree of success has been accomplished at home with toilet training, it is appropriate for him/her to come to school in underwear. Teachers should always be informed of a child's toilet training progress. Teamwork between home and school is essential for a successful potty-training experience.

When sending pull-ups, only send ones with Velcro closures on the sides so your child can be changed without having to take their pants and shoes off. Please also be sure to dress your potty-training child in clothes that are easy for them to pull up and down on their own, such as elastic waistbands. Children enrolled in our Preschool C and D programs must be fully potty trained prior to the start of school. They should be able to manage themselves in the bathroom, **unassisted**, in order to be successful in these programs.

Safe Sleep Policy

(Subchapter H page 131 in Minimum Standards)

All staff, substitute staff, and volunteers will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

§746.2409. What specific safety requirements must my cribs meet?

Subchapter H, Basic Care Requirements for Infants

April 2017

(a) All full-size and non-full-size cribs must have:

- (1) A firm, flat mattress that snugly fits the sides of the crib and that is specifically designed for use with the crib model number. The mattress must not be supplemented with additional foam material or pads;
- (2) Sheets that fit snugly and do not present an entanglement hazard;
- (3) A mattress that is waterproof or washable;
- (4) Secure mattress support hangers, and no loose hardware or improperly installed or damaged parts;
- (5) A maximum of 2 3/8 inches between crib slats or poles;
- (6) No corner posts over 1/16 inch above the end panels;
- (7) No cutout areas in the headboard or footboard that would entrap an infant's head or body;
- (8) Drop gates, if present, which fasten securely and cannot be opened by a child;
- (9) Documentation that each crib meets the applicable federal rules at Title 16, Code of Federal Regulations, Parts 1219 or 1220, concerning "Safety Standards for Full-Size Baby Cribs" and "Safety Standards for Non-Full-Size Baby Cribs," respectively, or documentation that each crib is a medical device listed and registered with the U.S. Food and Drug Administration; and
- (10) A label with the infant's name. As an alternative, you may label cribs with a number and have a number/infant assignment map available.

(b) You must sanitize each crib before a different infant uses it and when soiled.

(c) You must never leave an infant in the crib with the drop gate down.

Helpful Information

- *Research shows more babies die in incidents involving cribs than with any other piece of nursery equipment.*
- *Non-full-size cribs may be either smaller or larger than a full-size crib or shaped differently than the usual rectangular crib. The category of non-full-size cribs includes oversized, specialty, undersized, and portable cribs, but does not include any product with mesh/net/screen siding, non-rigidly constructed cribs, cradles, car beds, baby baskets or bassinets. For requirements for play yards, which are mesh or fabric sided products, see §746.2411 of this title (relating to Are play yards allowed?).*
- *Regarding paragraph (1), a mattress is too loose if there are more than two finger widths between the edge of the mattress and the crib side.*
- *Regarding paragraph (5) if a soda can fits easily between the slats on a crib, the slats are too wide.*

§746.2415. What specific types of equipment am I prohibited from using with infants?

Subchapter H, Basic Care Requirements for Infants

March 2023

(a) You may not use the following equipment for infants, which has been identified as unsafe for infants by the Consumer Product Safety Commission and the American Academy of Pediatrics:

- (1) Baby walkers, which are devices that allow an infant to sit inside a walker equipped with rollers or wheels and move across the floor [Medium-High];
- (2) Baby doorway jumpers, which are devices that allow an infant to bounce while supported in a seat by an elastic "bungee cord" suspended from a doorway [Medium-High];
- (3) Accordion safety gates [Medium-High];
- (4) Toys that are not large enough to prevent swallowing or choking [High]; or
- (5) Bean bags, waterbeds, and foam pads for use as sleeping equipment. [High]

(b) Except for a tight-fitting sheet and as provided in subsection (c), the crib or play yard must be bare for an infant younger than 12 months of age. [High]

(c) A crib mattress cover may also be used to protect against wetness, but the cover must:

- (1) Be designed specifically for the size and type of crib and crib mattress that it is being used with [Medium-High];
- (2) Be tight fitting and thin [Medium-High]; and
- (3) Not be designed to make the sleep surface softer. [High]

Regarding paragraph (b), studies on SIDS support eliminating soft bedding materials, sleep positioning devices, and stuffed toys for infants under twelve months.

§746.2426. May I allow infants to sleep in a restrictive device?

Subchapter H, Basic Care Requirements for Infants

March 2023

(a) If you do not have a Sleep Exception Form that includes a signed statement from a health-care professional stating that the child sleeping in a restrictive device is medically necessary:

- (1) You may not allow an infant to sleep in a restrictive device [High]; and
- (2) If an infant falls asleep in a restrictive device, you must remove the infant from the device and place the infant in a crib as soon as possible [High].

(b) You may allow an infant to sleep in a restrictive device if you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that the child sleeping in a restrictive device is medically necessary.

Helpful Information

- Infants sleeping in restrictive devices are at risk for strangulation, injury, and positional asphyxiation. Documentation from a health care professional is required for an infant to sleep in a device other than a CPSC approved crib.
- Infants arriving at the center asleep in a car seat must be removed from the car seat and placed in a crib. You must not place the car seat in the crib with a sleeping infant.
- If applicable, a copy of the Sleep Exception Form should be kept in the infant's classroom for easy review by caregivers and licensing staff.

§746.2427. How must I position an infant for sleep?

Subchapter H, Basic Care Requirements for Infants

March 2023

(a) You must place an infant in a face-up sleeping position in the infant's own crib, unless you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that a different sleeping position for the child is medically necessary [High].

(b) An infant who is developmentally able to roll from back to stomach and stomach to back may do so independently after you have placed the infant in a face-up position for sleep.

Helpful Information

- Sudden Infant Death Syndrome (SIDS), the sudden and unexplained death of an infant, is the major cause of death in babies between 1 and 4 months old. After 30 years of research, scientists still cannot find a cause for SIDS; however, research has found the risk of SIDS may be reduced by placing a healthy infant on his or her back to sleep.
- If the infant was born with special care needs, has gastroesophageal reflux, often spits up after eating, or has a breathing, lung, or heart problem, a doctor or nurse may recommend a different sleep position to use.
- Providing "tummy time" several times each day is important because it prepares infants for the time when they will be able to slide on their bellies and crawl. The caregiver needs to stay near and closely supervise the infant during tummy time.
- If applicable, a copy of the Sleep Exception Form should be kept in the infant's classroom for easy review by caregivers and licensing staff.
- For additional information, see the CDC webpage *Safe Sleep for Babies*.

§746.2428. May I swaddle an infant to help the infant sleep?

Subchapter H, Basic Care Requirements for Infants

April 2017

You may not lay a swaddled infant down to sleep or rest on any surface at any time unless you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that swaddling the child for sleeping purposes is medically necessary.

Helpful Information

If applicable, a copy of the Sleep Exception Form should be kept in the infant's classroom for easy review by caregivers and licensing staff.

§746.2429. If an infant has difficulty falling asleep, may I cover the infant's head or crib?

Subchapter H, Basic Care Requirements for Infants

September 2003

No. Infants must not have their heads, faces, or cribs covered by items such as blankets, linens, or clothing at any time.

Tuition

Tuition and fees are drafted on the third business day of the month. Accounts not paid in full by the 7th calendar day of the month in which they are due will be assessed a \$25 late payment fee. Students whose accounts are not paid in full by the end of the month will not be allowed to return to NSLC until account balances are settled. Families receive a 10% sibling discount off the lowest tuition(s). Dependent care statements are available by emailing office@northstarlearningcenter.org.

- Tuition rates are reviewed and set annually by the NSLC Committee and are approved by the CCPC Session.
- All monthly tuition fees are charged and due, regardless of vacations, illnesses, closures due to unforeseen circumstances, other absences, holidays, inclement weather, etc. There is no substituting of days if your child misses their regularly scheduled day. There are no refunds or credits due to closures.
- There will be a \$25 administrative change fee for all enrollment changes.

Our preferred method of payment is the Automatic Bank Draft - We strongly urge all parents to make their tuition payments via automatic bank draft. All electronic payments will be set up as recurring and funds will be drawn on the third business day of each month. To request electronic payment of tuition, please complete an *Authorization Agreement for ACH Payment of Tuition* and submit to the NSLC office. This method is easy, fast and you do not have to remember to write a check each month! Please note that your withdrawal will be shown as Canyon Creek Presbyterian Church. A copy of this form can be downloaded from our website or picked up from the front desk. Checks are accepted for tuition payments, however there is a \$10 check processing fee for payments made by check. The returned check fee is \$25. We do not accept cash or credit cards for tuition payments.

Withdrawing from NSLC

We require at least two weeks' notice if a student will be withdrawing from the school. Tuition will be charged during the two-week period. Temporary withdrawals due to extended trips, etc. will require a \$50 re-enrollment fee. Spots will not be held unless tuition is paid while away on any extended absence.

Expulsion-In rare cases, the Director may choose to expel a student for egregious acts that harm students or adults in the community, that are morally reprehensible, or that violate legal, health or safety standards. North Star Learning Center reserves the right to expel a child at any time if, in the judgment of the Director, conduct of anyone directly associated with the child, including but not limited to the child's family, in or out of the School, is not in keeping with the School's accepted standards or principles. There will be no refund of tuition where such enforced withdrawal occurs, and any unpaid balance is payable in full according to the terms of the child's enrollment.

HANDBOOK AGREEMENT

Child's Name: _____

_____ I have received the Parent Handbook and agree to abide by the principles, requirements, and expectations set forth in this Handbook. I understand that to maintain enrollment at NSLC all students and parents must support the requirements of the NSLC Handbook and school policies.

_____ I have reviewed the school calendar and understand the closing dates.

_____ I agree that I am responsible for the nutritional value of my child's meals and or snacks brought from home.

_____ I understand that NSLC is a nut-free school.

_____ I understand that there will be a \$25 administrative fee for all enrollment changes.

_____ I understand that if I choose to pay my tuition by check there will be a \$10 handling fee.

_____ I authorize NSLC to apply anti-itch cream as needed for rash and bug bites.

_____ I understand that North Star Learning Center has closed circuit cameras. Due to privacy laws, recorded camera footage is for North Star Learning Center's reviewing only. Parents may not request to view footage.

_____ I authorize NSLC to use non-identifiable photographs and class work of my child for church use and school publicity. Photographs taken at school may be used on social media networks. Children will not be identified in photos shared on social media. Please note we cannot be responsible for what other parents post on their personal social media.

_____ I give permission for my contact information to be shared on a class list with other parents in my child's class. Class rosters will be distributed shortly after the start of school. Information should only be used to contact other families in your child's class and may not be used for personal monetary gain, including but not limited to, adding these names to a business mailing list.

_____ I give permission for my child to participate (age permitting) in "Field Trips" such as attending VBS, rehearsing for a program in the sanctuary, etc. Students will not be transported away from the building.

Would you like to learn more about Canyon Creek Presbyterian Church programs and ministries?

Yes

No

Signature _____ Date _____