



Crossing Point Christian School

Parent Handbook

A ministry of

First Christian Church

1800 W. West Hunt Street

McKinney, Texas 75069

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Crossing Point Christian School is licensed by the State of Texas

Purpose

Crossing Point Christian School (CPCS) is a ministry of First Christian Church, McKinney. The school operates as a weekday paid tuition program. Classes are offered for children ages 2 years through Transitional Kindergarten. Classes are offered to young children to meet the needs of both First Christian Church and the community at large.

Philosophy

CPCS staff is dedicated to the philosophy that young children grow in an orderly and sequential manner with predictable stages of development. We recognize that each child is unique and accept children at their current stage of development.

It is our intention to nurture the development of the whole child, including physical, emotional, cognitive, and spiritual growth. As Christians and teachers, it is our desire to provide a loving and positive environment involving God and His principles in life.

Goals

It is our goal that each child will:

- Become aware that each person is worthy of God's love and the love of other human beings.
- Be provided with a nurturing environment surrounded by opportunities to grow spiritually, academically, emotionally, and physically.
- Be accepted at their current stage of development and allowed to grow as an individual.
- Develop understandings, attitudes, and skills appropriate for the child's age.
- Grow in assuming personal responsibility for self and others.
- Be encouraged to develop their creativity and imagination.
- Have fun!

State Licensing

CPCS is licensed by the Texas Department of Protective and Regulatory Services. We meet or exceed the Minimum Standards that is mandated by this department. Parents are welcome to review a copy of the Minimum Standards and view the school's most recent licensing inspection report.

Important state telephone numbers and website:

Local Licensing Office	800.586.6035
Child Abuse Hotline	800.252.5400
Website	www.dfps.state.tx.us



Admission

Enrollment is open to all children living in McKinney and the surrounding area. Enrollment is limited to space available and is on a first come-first serve basis. Priority is given to members of First Christian Church and families already enrolled in the program. CPCS accepts all children without regard to race, religion or gender.

Children will be placed in classes based on their age on September 1, of the current school year. This is consistent with the public school placement guidelines. However, if staff members feel that a child should be moved to another class for the benefit of the child, a meeting will be scheduled with the child's parents and the best placement for the child will be determined.

Operation Schedule

Months of Operation	Mid August—Early June	
Days of Operation	Monday-Friday (see current schedule for specific class offerings)	
Hours of Operation	Before School Care	7:00-9:00
	Preschool	9:00-12:00
	Lunch Bunch	12:00-2:30
	After School Care	2:30-5:30



Waiting List Procedure

In order to accommodate persons desiring enrollment when no space is available, a waiting list will be maintained. No deposit is required and there is no obligation to enroll once a space becomes available. Church members who have not had the opportunity to register will be given priority on the waiting list. The school can give no assurance to anyone on the waiting list that there will be an opening.

Enrollment Procedure

The enrollment process begins in January for the next school year. Returning families are asked to complete a registration form and pay the registration fee to hold their spot for the upcoming school year. New families must complete the registration form and include all their contact information. Once a new family is accepted into school, they will be emailed confirming their registration. New families may then begin the process of completing forms that are required for enrollment.

CPCS is licensed by the state of Texas and therefore the policies set by the state must be followed. This includes a variety of paperwork that must be completed before a child may attend school.

- **Enrollment form**—a completed enrollment form must be in the school office before the first day of school. It is important for the form to be filled in completely as the information is important to us as well as to Licensing when they come to do their annual inspection.

- **Health Form**—A completed health form must be in the school office upon enrollment. The form must be signed by the child’s physician indicating the child is able to participate in school activities. An up-dated immunization record must also be included. Exemptions from immunizations must meet criteria specified by the Texas Department of Health. Information concerning exemptions and immunizations can be found on the Department of Health website at www.dshs.state.tx.us/immunize.com. Parents must inform the school of any additional immunizations received after the form has been given to the school. Children who do not have a medical form on file will not be permitted to attend CPCS. At this time, Collin County does not require Tuberculin (TB) screening.
- **Hearing and Vision Screening** must be done for children enrolled in our four year old or TK program for possible vision and hearing problems. The school needs a copy of the results of the screening by the end of the first semester. CPCS has an outside company come to the school to do this screening for a small fee if it is not done by your physician.

Additional Paperwork—you will receive additional paperwork at Meet the Teacher before the school year begins. **All paperwork needs to be completed and returned to the school office by the end of the first week of school.**

- **Emergency Card** - please complete all information listed on the emergency card. The information is used to help us contact you in the event of an emergency. All people having permission to pick up your child should be listed on this card. You may add/delete information as this changes. It is up to parents to keep us informed of any changes.
- **School Calendar**—the school calendar lists all days that the school is open as well as vacation days. The calendar can also be found on our website at www.crossingpointsschool.com.
- **Student Information Form**—please complete this form completely as the information is vital for providing your child with the best learning environment possible. These forms are kept confidential.

Open Door Policy

Parents are welcome to visit any time during our normal hours of operation. Parents are asked to sign in before going to the classrooms.

There are opportunities to volunteer at the school throughout the school year. Sign up sheets can be found in each classroom. You can also call the school for more information. Some of the opportunities for volunteering include:

- Room Parent
- Harvest Fest Volunteer
- Teacher Appreciation Luncheon



The Director is available to answer questions or concerns about the policies and procedures of the school. Please call the school or stop by the office to speak to the director.

Registration and Tuition Payments

- An annual registration fee must be received to hold a child's place at Crossing Point. **Registration fees are nonrefundable.**
- A supply fee is due by August 15th.
- School will be in session for 36 weeks. We divide tuition into 9 equal payments due the 1st of each month. The first tuition payment is due September 1st and the final tuition payment is due May 1st.
- Tuition is due the first day of each month and will not be prorated for holidays or illnesses. Stop by the school office if you need to change your tuition payment day.
- There will be a \$20.00 charge on all returned checks.
- Parents may opt to pay tuition through Tuition Express, an automatic payment plan. Forms are available in the school office. Sorry, credit and debit cards are not accepted.
- No refund will be given for days missed due to weather related closures.
- Occasionally, parents will be asked to pay for special activities, such as class parties.



The Staff

The staff at Crossing Point works hard to provide a fun, safe and loving environment for all the children in our care. The teachers are interested and care about all the children, not just the children in their class. It is so important to us that all the children feel comfortable in their surroundings. We strive to make our school a fun and educational place to be!

CPCS is licensed by the State of Texas which means that all staff must have 24 hours of additional training each year. (Director must have 30 hours) The training is done by qualified individuals that meet the Trainer Standards given to us by the State of Texas. All training is relevant and informative and helps us to keep current in the field of Early Childhood Education.

New staff is also required to have 24 hours of training, considered Preservice Training which means the first year of employment at Crossing Point they receive 48 hours of training.

Training on Recognizing and Reporting Child Abuse

- Crossing Point staff is required to have annual training on recognizing and reporting abuse. Texas is a mandatory report state and we will report any suspected cases of abuse or neglect.
- We want to work together with parents to help us all be aware of warning signs that a child may be a victim of abuse or neglect. Information about recognizing and preventing abuse is available in the school office.
- There are a number of community organizations and agencies available for education of recognizing signs of abuse. The closest resource is the **Children's Advocacy Center of Collin County, www.caccollincounty.org** Located @ 1500 S. Central Expressway, #1000, McKinney, TX 75070, 972-632-3910.
- To report suspected abuse call the Child Abuse Hotline at [800.252.5400](tel:800.252.5400) or visit www.txabusehotline.org

Arrival/Dismissal Time

Preschool

Preschool begins at 9:00 am and parents are welcome to drop off their children beginning at 8:55. Teacher prep time is from 8:30 until 8:55 and they are busy preparing activities for the day.

Dismissal time is either at 12:00 (noon) or 2:30 (if staying for Lunch Bunch). It is important that children are picked up promptly. You will be given a warning after your first late pick up. Any late pick ups after that a late fee of \$1.00 per minute will be charged. Please call the school when you know you will be late so your child will not worry.

Extended Care

Before School Care begins at 7:00 am. Parents are asked to use the entrance off of Paula Road.

After School Care ends at 5:30. Parents are asked to use the entrance off of Paula Road. Please be on time to pick your child up. You will be given a warning after your first late pick up. Any late pick ups after that a late fee of \$1.00 per minute will be charged.

Preschool Carpool

Children enrolled in the three year old program or older may participate in a drop off/pick up system. The procedure is designed for the convenience of the parents. The procedure must be followed correctly for the safety of the children.

Each family will be given a carpool tag with their child's name and teacher listed on it. We ask that the carpool tag be displayed on the passenger side visor to help carpool go smoothly. The tag enables the teachers to quickly put child and parent together without having to ask for identification. Additional carpool tags are available in the school office.

Carpool Procedure

- Carpool is not available for children enrolled in our before and/or after school extended care program.
- Carpool is only offered for children enrolled in our 3 year old classes and older.
- Carpool will begin at **8:55** and lasts until **9:05**. If you miss carpool, please walk your child into the building.
- Staff members will remove the children from their cars, parents are asked not to get out of their cars. Do not allow your child to exit your vehicle until a staff member is available to help.
- Children should sit on the passenger side for easy and safe removal.
- Do not allow children to enter the building alone. If carpool is over, please walk your child to their room.
- Dismissal carpool begins at 12:00 and 2:30. Staff members will help your child into their car but they will not buckle them into their car seats! Parents are asked to move as quickly as possible to help keep the carpool line moving.
- Carpool is not the time to conference with the teachers. Please call the school office to  schedule a time to conference with your child's teachers.

Discipline and Guidance Policy

Adopted from the Texas Department of Family and Protective Services Minimum Standards

Discipline must be:

- Individualized and consistent for each child
- Appropriate to the child's level of understanding
- Directed toward teaching the child acceptable behavior and self-control.

A staff member may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction which include at the least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- Reminding a child of behavior expectations daily by using clear, positive statements
- Redirecting behavior using positive statements
- Using brief supervised separation or time out from the group, appropriate with the child's age and development, which is limited to no more than one minute per year of the child's age.

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

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking or biting a child
- Hitting a child with a hand or instrument
- Humiliating, ridiculing, rejecting or yelling at a child
- Subjecting a child to harsh, abusive or profane language
- Placing a child in a dark room, bathroom or closet with the door closed or locked
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age
- People (including children) whose behavior and/or health status poses an immediate threat or danger to the health or safety of the children must not be present when children are in care.



Nutritional Statement

Parents are responsible for providing lunches for their children when they are staying for Lunch Bunch. Nutritional lunches are requested. The school is required to inform parents if they feel the nutritional needs are not being met because the child is not eating what is provided. However, CPCS is not responsible for the nutritional needs of the children in our care. We do not have the ability to heat up lunches. Please send items that your child can handle on their own.



A snack is served to the children each day. A snack menu is posted in each classroom. Water is readily available for the children at all times.

If a child has a severe allergy, such as to peanuts, parents may be asked not to send that food in lunches or snacks. Your cooperation is greatly appreciated.

Birthdays & Special Treats

The birthday child will receive special attention on their birthday. Parents may send in a special treat for the class. Please let the classroom teacher know that a special treat will be coming in. A special day will be set aside for each child that has a summer birthday or one that falls during a vacation time.

Classroom parties and special events are held throughout the year. Parents may be asked to help provide treats for these events. If you are unable to provide the treats, please let the school office know so other arrangements can be made.

Nap Time/Rest Time

The State of Texas requires all children at school for 5 or more hours per day to have a rest time after lunch. Since we are licensed by the state we must follow this regulation.

All children enrolled in our 2 & 3 year old classes must bring a nap mat to school if they are staying for Lunch Bunch. Some children are still napping at this age. If the children are not sleeping after a half hour they will be allowed to participate in quiet activities.

All children older than 3 years will have a rest time, which will involve looking at books and doing puzzles. The children older than 3 years do not need to bring a nap mat and will not be required to sleep.

Diapers/Potty Learning

Parents with children in diapers are asked to bring disposable diapers only. Parents are also asked to provide disposable wipes as well. The staff will help with potty learning when the children show an interest.

All children enrolled in our three year old program and older should be completely potty trained and independent in the restroom. That includes being able to wipe themselves and they must attend school in clothes they can manage themselves. Any three year old that is in the process of potty training that attends school may be asked to dismiss at noon until they are completely potty trained.

A fully potty trained child is a child who can do the following:

- 1) Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words "I have to go potty" BEFORE they have to go.
- 2) Be able to pull down their underwear and pants and get them back up without assistance.
- 3) Be able to wipe themselves after using the toilet.
- 4) Be able to get off the potty by themselves.
- 5) Be able to wash and dry hands.
- 6) Be able to go directly back to the room without directions.
- 7) Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the restroom.



School Calendar and Bad Weather Days

The school year approximates that of the McKinney Independent School District. The school year begins the same day as McKinney students. The last day of school varies depending on the MISD calendar. All other holidays are the same as MISD. Extended Care will be offered when McKinney schools are in session, including in-service days for teachers.

The school will close when the weather is bad due to snow or ice. If the McKinney schools are closed we will be closed as well. Closings and delays are broadcast on most local TV and radio stations, look for McKinney. If McKinney schools are delayed, CPCS will be delayed as well. There are days built into our calendar for bad weather make-up days and they will be used as needed. No refund will be given for days missed due to inclement weather. No Extended Care will be offered when school is closed due to inclement weather.

Dress Code

Children should wear washable play clothes and shoes that are not slick (NO COWBOY BOOTS) to school everyday. Tennis shoes (or sneakers) are the shoe of choice, no open toe shoes, flip flops, sandals, crocs, etc. as they can be hazardous on the playground and in Movement class. Please think safety when dressing your child for school.

Please send an extra set of clothing for your child for anticipated needs. Some children will need to change more than others. Children's names should be placed on clothing and other belongings to help avoid confusion and loss. Since we play outside throughout the winter, warm coats and hats should be sent when necessary.



The children participate in Movement class twice a week. All children are asked to wear tennis shoes (sneakers) so they can fully participate in movement class. All girls are asked to wear shorts or pants on movement days. Modesty begins at an early age and should be encouraged at all times.

School Directory/Website/Facebook

A school directory is published each year with a list of all students. The directory includes names, addresses, phone numbers, and parent's names. The directory is to be used only for personal reasons. The directory may **not** be used for business purposes or sold to any company or individual for marketing purposes.

Crossing Point's website can be found at www.crossingpointsschool.com. Please take some time to visit the website for additional information about the school, including individual class monthly calendars.

Crossing Point also has a Facebook page. Please "like" us and enjoy reading about the school. No child's names will be used in the caption of any picture.

A release form must be signed allowing your child to be listed in the directory, website or Facebook. The release form is located on the emergency card and must be signed every school year



Health and Medication Policies

Children with elevated temperatures are considered contagious and should be kept home. **Children must be free of fever for 24 hours without the use of medication in order to return to school.** If a child is not well enough to play outside, they should be cared for at home.

Please be considerate when your child is not feeling well, they are young and pass illnesses very easily. Runny noses can be difficult for the children to handle on their own so please take that into consideration when sending your child to school. Staff members are permitted to make a judgment call when evaluating the health of a child.

Parents will be notified if a child becomes ill or hurt at school. The numbers on the emergency card will be used to notify parents. An incident report will be sent home when a child is hurt at school. Any head injuries will be reported to parents immediately regardless of the severity.

If a child has been exposed to a communicable disease at the school parents will be notified via email. If a child develops a contagious disease the school should be notified as well.

If an accident occurs that requires immediate medical attention 911 will be called. Then the parents will be called. If any child needs to be transported to the hospital a staff member will accompany the child.

Medication will not be given out at school. This includes antibiotics, cold medicine, Tylenol, etc. However, if a child has a medical condition that requires medication at regular intervals (like asthma) it is at the discretion of the director to determine whether the school will dispense the medication. There are forms that must be completed in order for medication to be administered. Please stop by the school office for further details.

Any child having a life threatening allergy requiring an epi-pen should leave an epi-pen at school. It must be in the original container with the prescription information on it. We also need to have a plan of action on file outlining the steps that should be taken in the event an allergic reaction should occur.

CPCS encourages all staff members to get the flu vaccine. Staff is also encouraged to get the whooping cough and chicken pox vaccine. However, it is not a requirement for staff members.

Crossing Point requires the use of protective procedures to protect employees and children in care from exposure to possible disease. The protective procedures include the use of gloves and hand washing. Employees will not be in direct contact with the children when they are ill or exhibiting signs of illness.

Emergency Preparedness Plan

Crossing Point has an emergency preparedness plan outlining steps that would be taken in the event of an emergency. The plan can be found on our website, www.crossingpointsschool.com, or in all of the classrooms and the school office.

CPCS holds fire drills on a monthly basis and bad weather drills every three months. A list of dates these drills were held is located in the school office. In the event our building needs to be evacuated for any length of time, the children will be taken to St. Michael's Catholic Church, 411 Paula Road. Since the church is located in close proximity of the school, the children will walk across the field to get there.

All teachers carry with them at all times the contact information for their students. Parents will be notified by

phone as soon as possible if an emergency situation occurs. It is important that parents notify the school of any changes to their contact information.

Miscellaneous Information

- No firearms are permitted in the building (Law enforcement personnel are exempt)
- There is NO smoking allowed on the Crossing Point grounds, including parking lots.
- The Crossing Point campus is a gang-free and drug-free zone.
- Crossing Point receives updates from the Consumer Protection Agency on a regular basis alerting us to any recalls on children's products. In the event of a recall that affects us, the product will be removed from the classrooms immediately.
- Persons who are on the Texas Sex Offender Registry may not be in our building, attend school functions or participate in school events. Please make arrangements for an alternate person to drop off and pick up your child if this applies to you.
- Crossing Point staff will not transport children in cars or buses for any reason.
- Field Trips will not be taken away from our campus.
- Crossing Point does not have a swimming pool. However, the children may engage in water play using wading pools, sprinklers, or sensory tables. Please indicate on the enrollment form if your child has permission to participate in this type of water play.
- Crossing Point has available locations for moms to breastfeed their infants in a private and comfortable setting. The church nursery in the Discipleship Center is available for you to use. For help and assistance, stop by the school office.

Keeping Each Other Informed

The school will notify parents via email and/or in writing concerning the following:

- Changes in policies and procedures
- Any emergency situation that has taken place
- Any accident that has occurred involving your children, including scrapes and bumps,

Parents should notify us via phone message, email, or in writing when:

- Any contact information has changed
- Your child will be absent for an extended period of time
- You have questions or concerns about the school



It is by working together that we can provide a safe, loving, and learning rich environment!

Thank you for sharing your child with us!