



## 2020/2021 Parent Handbook

Victory Preparatory School of Kaufman County

### Philosophy of Education

It is the belief of Victory Church and Victory Prep that the school is an extension of the Christian home. Rearing children is the God-ordained responsibility of the parents; therefore, the relationship between the parents and the school must be complementary. Each must provide nurture, training, and guidance to expand the child's mind and spirit through instruction from a God-centered perspective. The goal of Christian education at Victory Prep is to impart a Biblical worldview. Instruction in God's Word, *the only infallible source of truth*, provides an integrated worldview to all school learning and indoctrinates a God-centered belief system in every aspect of life.

Victory Prep provides an environment that encourages the development of Christ-like attitudes, habits, and character. Biblical instruction encourages growth toward spiritual maturity, strengthens a relationship with God through faith in Christ, and leads to an awareness of *God's special purpose for each child's life*. Victory Prep also encourages children to maintain a wholesome balance in intellectual and artistic pursuits and to sustain an expectation of academic achievement.

Victory Preparatory School of Kaufman County strives to prepare students to live successful Godly lives in an ungodly world. Victory Prep's staff desires to assist parents in fulfilling their God-given commission by teaching the children entrusted to the school that:

- **Each is made in God's own image and is unique in personality.**
- **Each is endowed with special gifts that can be developed.**
- **Each can achieve, with excellence, God's purpose in their life.**

Victory Prep influences children to be learners for life by striving for excellence in every academic undertaking. Excellence comes as the child embraces the processes of mathematics, reading, and research; mastering the skills of written and oral communication and achieves success in organization and independent study.

### Biblical Worldview

The education Victory Prep provides, as well as its policies and procedures, is rooted in a Biblical, Christian worldview.

### Educational Excellence

God commands us to pursue excellence in everything we do. We are committed to training our students to apply themselves wholeheartedly to the academic program set for them at Victory Prep.

### Faithful Stewardship

God has given us time, talents, and resources that we are to use for His Glory and for His Kingdom. We are dedicated to faithfully using the resources He has given us.

### Meaningful Participation

Victory Prep is not possible without the body of Christ. Therefore, Victory Church encourages its parents, teachers, staff, and students to invest their time, talents and resources in the ministry of the school, and to work for the Glory of God in this ministry.

### **Family**

God has established the family as the cornerstone of civilization. Victory Prep will support and promote the individual families that make up the Victory community through education, encouragement, and communication.

### **Biblical Instruction**

We know Biblical instruction encourages growth toward spiritual maturity, strengthen a relationship with God through faith in Christ, and leads to an awareness of God's special purpose for each child's life.

Victory Prep/Kingdom Kids is a licensed service providing quality Christian childcare for children in the Kaufman County area. Victory Prep/Kingdom Kids' mission is to create an environment that will grow your child socially, physically, emotionally, intellectually but most of all spiritually.

## **INTRODUCTION**

The 2020-21 Student-Parent Handbook is comprehensive. It is our goal to include information you find helpful. The handbook includes contact information for the school's leadership team, general information and specific policies and procedures, which if followed consistently, will contribute to the development of our community and the success of Victory Prep/Kingdom Kids School. Please keep this handbook in a place where it can be easily referenced. We reserve the right to periodically update the contents of this handbook.

### **POLICY OF DISCRIMINATION**

Victory Prep/Kingdom Kids does not discriminate on the basis of race, color, sex, creed, national or ethnic origin, physical disability, or sexual identity in the administration, hiring, educational policies, and other school-administered programs.

### **CONFIDENTIALITY**

To ensure the respect and privacy for children, families and staff, confidential information will only be given to those required to know for the success of the school and our families. All Staff, faculty and parents or guardians at Victory Prep/ Kingdom Kids are expected to respect the privacy of each child, family and staff member. All must maintain confidentiality with information that may come to them throughout the course of the day.

Access to each child's records will only be given to:

- Members of the permanent staff working with that child
- The Director, Assistant Director and Administrator
- A member of the Texas Department of Family & Protective Services
- The parents or guardians of the child

Information regarding children will be given to the following people only after WRITTEN AUTHORIZATION from the parent or guardian:

- Office of the school where the child is or will subsequently attend
- Specialist working with a child in or outside of the school

Students enrollment or attendance will not be given over the telephone if identity cannot be confirmed. Student's records will be kept for a minimum of 3 months after the child has left the school. Names, addresses, and phone numbers of parents, students or staff will only be given out with permission from the parent or legal guardian.

### **ENROLLMENT, TUITION & FEES**

#### **Registration Fees**

The registration fee is a one-time fee which is collected at the time of enrollment. The registration fee secures a spot for your child on a specific start date. **This fee is non-refundable and non-transferable.**

Supply fees are due at the time of enrollment and re-enrollment and are **non-refundable and non-transferable.**

#### **Re-enrollment**

Victory Prep/Kingdom Kids will invite current students to re-enroll for the next school year in February. Parents of currently enrolled students have two weeks to complete and return paperwork to secure their child placement. Open enrollment for the public will begin February 15<sup>th</sup>. All registration and supply fees will be due at the time of re-enrollment to reserve your child's place in Victory Pre/Kingdom Kids. If fees are not paid by the 15<sup>th</sup>, you will then be considered as a new enrollee.

#### **Tuition**

Tuition is due by the 7<sup>th</sup> of every month. If not paid on the 7<sup>th</sup>, a \$30.00 late fee will be added per child to your tuition. If tuition and late fee are not paid on or before the 15<sup>th</sup> of the month, the child(ren) may not be able to return to school until tuition is caught up. If you have any questions or concerns about tuition payment, please contact Misty Peavy.

#### **Accepted Forms of Payment**

Victory Prep/Kingdom Kids accept checks or cash. Receipts will be provided for all cash payments. Credit card transactions are not available at this time.

#### **Discounts**

Victory Prep/Kingdom Kids offers sibling discounts. A sibling discount of 15% will be applied toward the tuition of the second child. A third sibling discount of 20% will be applied toward tuition. **Special promotion discounts cannot be combined with other offers.**

#### **Early drop off**

Victory Prep/Kingdom Kids will provide early drop off (7:30–8:00a.m.)

Early drop off daily charges are \$6.00 per day. Early drop off monthly rates are \$75.00 per month.

#### **LATE pick up after 3:15p.m.**

If your child is picked up later than 3:15p.m. a late fee of \$5.00 per minutes per child will be applied to your account. Late pickup fees will be added to your account and expected to be paid during the month they are posted to your account.

**Important:** In case of emergency or hardships, it is the responsibility of the family to notify the Director so alternative payment plans may be determined.

#### **Withdrawal**

A thirty-day written notice is required to withdraw your child otherwise the following month's tuition will be due.

#### **Dismissal**

Victory Prep/Kingdom Kids reserves the right to discontinue care for any student. These decisions will be made based on the child's ability to succeed in the environment. Furthermore, if the student presents a danger to

him/herself, the teacher, or other students or if their needs are out of the range of what Victory Prep/Kingdom Kids is able to provide; we reserve the right to ask the family to make alternative arrangements.

Additionally, Victory Prep/Kingdom Kids may terminate your child's enrollment under the following circumstances:

- Parents do not agree or do not follow and comply with the policies set forth in this handbook.
- Lack of parental cooperation with Kingdom Kid's efforts to resolve differences and/or to meet the child's needs through parent/ staff meetings or conferences.
- Inappropriate or abusive behavior and/or verbal abuse or threats by parents, relatives, guardians or other parties toward the staff of Victory Prep\Kingdom Kids, other parents or children.

## **GENERAL INFORMATION**

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\*\*\*\*\* Victory Prep\Kingdom Kids opens at 8:00 a.m. Classes will begin promptly at 8:30 a.m.

### **School Hours**

Early drop off 7:30-8:00 a.m.  
Monday-Friday 8:30a.m.- 3:00 p.m.

### **Breakfast:**

Students will be allowed to eat a parent provided breakfast from 7:30am – 8:15 a.m. Food will not be allowed after 8:15am.

### **Sign In/Out**

Kids Kingdom requires all students to be checked in/out daily. Teachers will be required to sign their student in/out on the paper sign in/out sheet and escort them to their class. Your student(s) must be signed in before entering their classroom and signed out before they are picked up. These records will remain a part of the student's permanent student file records.

### **Absences**

No refunds will be given for absences due to illness, vacation or school closings.  
Regular school attendance is extremely important

### **Arrival and Drop off**

Victory Prep\Kingdom Kids class time begin promptly at 8:30 a.m., all doors will be locked at this time. Please try to have your child here no later than 8: 15 to give time to get settled for the day. The beginning of the day sets the tone for the classroom. This eliminates the distractions and helps our day run successfully.

Victory Prep\Kingdom Kids class day ends at 3:00 pm and late fees will be charged after 3:15. In the event of an emergency please contact the front office so that arrangements can be made.

Pick up and drop off will take place under the awning on the left side of the building. **Drop off:** Parents will pull up two by two, a teacher will take your child's temperature ( temps 100.40 (38.00C) or above or other signs of illness will not be admitted to the facility), help them out of the car, sign them, and escort them to their classroom.

**Pick up:** Parent's will pull up two by two, a teacher will escort the child to the car, sign the child out for the, and the parent will need to buckle the child into their seat.

**\*\*Pick up times will be staggered. The 2 and 3 year old class pick up time is 2:45 and the K-4, Kinder, and 1st grade time is 3:00\*\***

## COVID

In order to help limit the spread and exposure of COVID -19 Victory Prep/Kingdom Kids have established new procedures and guidelines to help keep our students and staff safe.

In order to keep our students and staff healthy access to the building will be limited, temperature checks, hand sanitation, and masks will all be required before entry.

All entries after 8:30 will be take place through the school office.

We have implemented social distancing strategies, intensified our cleaning and disinfection efforts and have modified procedures throughout the school.

If you would like more information on ways, we are doing our best to fight COVID-19 please feel free to talk to the Director or your child's teacher. You may also visit the CDC website and look over the policies and procedures for schools and daycare check lists.

## Student Life

### Food

Snacks and lunch are not provided by Victory Prep\ Kingdom Kids daily. Parents will need to provide their child with a snack and lunch daily. Please have all lunch boxes, containers, utensils and cups labeled with your child's name; as these items can easily be lost or misplaced in a group setting. Please avoid sending highly processed, sweetened snack foods that have little to no nutritional value. It's our desire to encourage healthy eating at school.

### Allergies

Any food allergies such as peanuts, eggs, wheat, milk, etc., must be listed on your child's admission form located in your enrollment packet, there must be an Allergy Emergency Plan from your child's physician on file. All changes regarding food or allergy restrictions must be put in writing and given to administration. Administration will post this information in an area of the class room so all staff members have access to it.

### Minimum Standard Rules for Licensed Child Care Centers

A frequent question asked time and time again relates to classroom size and teacher to student ratio. Victory Prep\ Kingdom Kids follows the state's Minimum Standards.

**§746.1601. How many children may one caregiver supervise?**

Subchapter E, Child/Caregiver Ratios and Group Sizes

Division 2, Classroom Ratios and Group Sizes for Centers Licensed to Care for 13 or more children

Medium-High The classroom ratio is the number of children one caregiver may supervise and is shown in the following chart. The classroom ratio is based on the specified age of the children in the group, unless otherwise stated in this subchapter:

<b>If the specified age of the children in the group is....</b>	<b>Then the maximum number of children one caregiver may supervise is....</b>
0-11 months	4
12-17 months	5
18-23 months	9
2 years	11

3 years	15
4 years	18
5 years	22
6-8 years	26
9-13 years	26

**Classroom Size, Teacher to Student Ratio and Age of Students**

Victory Prep\Kingdom Kids’ teacher student ratio will be 2 to 16. There will be a lead teacher and a teacher’s aide in each classroom with up to 16 students. Victory Prep\Kingdom Kids promotes healthy growth and development in each class by low student/teacher ratios.

**Personal Items**

Toys may not be brought to school, unless specifically requested by the teacher. Toys brought to school will be placed in the student’s backpack till the end of the day. Blankets and pacifiers will not be allowed to leave the child’s classroom.

**Clothing Policy:**

Victory Prep\Kingdom Kids does not have a uniform dress-code however, your child’s clothing should be appropriate. Please send an extra change of labeled clothing (shirt, pants, underwear, socks and shoes) in your child’s backpack. Make sure to change the clothes out when the weather changes.

**Please provide:**

- backpack
- lunch box
- small pillow
- blanket

**Nap Time**

Children who are under the age of 5 are required by The Department of Family and Protective Services to have a “rest period.” We recognize all children do not require the same amount of sleep however, children will be required to rest at least 20 minutes on the mats during nap time. Nap time will be planned in the daily schedule.

**Biting Policy**

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a school, we understand that biting, unfortunately, is a part of a early educational setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

**When Biting Does Occur:**

Our staff strongly disapproves of biting. The staff’s job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten a child.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified by phone if the bite has broken skin or occurs on the face.
3. The "Incident /Accident" form is filled out documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child "NO! DO NOT BITE!"
2. The child will be placed in time out for no longer than the child's age (one year old, one minute).
3. The parents are notified.
4. The " Incident/Accident " form is filled out documenting the incident.

When Biting Continues:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

When biting becomes excessive:

1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days.
3. If a child once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to meet with the Director.

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

If a child bites twice in a 4 hour period, the child will be required to be picked up from school for the remainder of the day.

**Lost and Found**

All lost and found items will be in the school office. Lost and Found will be regularly cleaned out and any items left will be donated. Please try to check in the office if your child is missing items.

**Outdoor play**

In maintaining compliance with minimum standards for the state of Texas, students will have no less than one half hour of outdoor play in the morning and one half hour in the afternoon, weather permitting. On inclement weather days, students will engage in physical activities inside the classroom or on the indoor playground as a substitute for outdoor play.

**Transportation**

The school does not provide transportation for children.

**School Closings**

If severe weather conditions make travel hazardous, school may be postponed, closed early or canceled. Victory Prep\Kingdom Kids will follow the Scurry Rosser ISD's school closings.

**Communication**

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Open communication is imperative for the students, families and Victory Prep\Kingdom Kids. We want to have a solid foundation in our relationships with our student and families. We strive to have friendly yet professional relationships with all families at Victory Prep\ Kingdom Kids.

### **Changes in Child's Information**

As part of the admissions process, all parents/legal guardians are required to furnish information about their child and others who are authorized to make decisions. Please notify the office, **in writing**, of any changes that may occur during the school year. These changes include but no limited to: marital status, address, cell, phone or home numbers, email, employer, contact names, child's living arrangements, and child's health including newly administered immunizations, speech/hearing test results, professional evaluation results/recommendations, allergies, and authorized persons allowed to pick up your child.

### **Custody**

The school will require a copy of any court mandated custody agreement in the event custody for a child's parent or legal guardian is modified or restricted.

### **Open Door Policy**

Open communication between staff members and parents is essential. If, at any time, questions or concerns arise, we urge parents to bring these to the attention of the classroom teacher or the administrative staff. Informal conferences or conversations are encouraged and may also be scheduled with teachers or school leaders at any time throughout the year. Victory Prep\ Kingdom Kids is an "open door". All parents are welcome to observe their child on the camera in the office during business hours.

### **Teacher Notes**

If at any time you wish to have a conference with your child's teacher, please email the director or write the child's teacher a note and send it with them in their folder. Please do not try to have a conference with the teacher during drop off or pick up. This keeps the teacher from focusing on her class and can be a safety concern.

### **Calendar**

Victory Prep\Kingdom Kids 2020/2021 school calendar is posted on our website: [www.victorychurch.ch](http://www.victorychurch.ch) We encourage our parents to visit Victory Church's web site for Victory Prep\ Kingdom Kids frequently to remain aware of upcoming events, closings for holidays and announcements. The calendar will be place in each child's folder. Extra copies of the calendar will be in the office.

### **Community Bulletin Board**

There is a parent bulletin board in Victory Prep\ Kingdom Kids' office front with required postings mandated by state license as well as other helpful information such as the school snack, variety of safety tips or a list of employees.

## **The Child's Health**

### **Necessary Health Records**

Students will not be able to attend school until we have all necessary forms on file, including:

- Authorization for Emergency Medical Attention
- Admissions Requirement Form
- Current immunization records from your doctor
- Vision and Hearing screening ages 4 and up



- Health Statement signed by your doctor stating that your child is in good health to attend a childcare facility.

These records will ensure we have the information necessary to handle any emergencies involving your child expeditiously. Please be sure all forms are up to date at all times; especially with parent phone numbers where parents can be reached.

**Student File Audits**

Audits are done quarterly. You will be contacted by administration if your child is missing required documentation for their permanent file. The Childcare State Licensing Office will audit Victory Prep\ Kingdom Kids yearly.

**Immunization Records**

While we respect your right not to immunize your child/children, Kingdom Kids as a facility, will require all immunization for enrollment. Kingdom Kids is required by The State of Texas to have current immunization records before a child can enroll. Students must be up to date on immunizations at all times, following state guidelines. Please provide a copy of your child’s immunization records after every new vaccination. Your physician can also fax copies to the school at 1-972-452-3759. If your child is on an alternative vaccine schedule, please provide the appropriate affidavit. Forms can be found at [www.immunizetexas.com](http://www.immunizetexas.com). Your physician may also provide a written stating that vaccine(s) required are medically harmful or injurious to the health and well-being of the child. Victory Prep\Kingdom Kids follows the vaccination schedule below:

**2017-2018 Texas Minimum State Vaccine Requirements for Child-Care 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 by the Human Resources Code, Chapter 42.

A child shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	DTaP	Polio	HepB	Hib	PCV	MMR	Varicella	HepA
0 through 2 months								
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose			
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses			
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses <sup>1</sup>	3 Doses <sup>2</sup>			
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	2 Doses <sup>3</sup>

**Hearing and Vision Screening**

Children who turn 4 years old (before September 1<sup>st</sup>) and 5 years old must have their hearing and vision screening performed by their physician and a copy of the screening results to be turned in to the office for your child’s file.

**Incident/ Accident Reports**

In the event your child is seriously hurt at school, you will be immediately contacted at the numbers provided on your emergency authorization card. If your child sustains a minor injury at school, we will administer first aid and prepare an accident/incident report with detailed information of the injury and care given. Parents can expect a

phone call to inform you of the incident. Accident/incident reports require a parent's signature at the time of pick up acknowledging the notice. If you have designated another adult to pick your child up from school, he or she will be asked to sign the report and he/she will be responsible for communicating its contents to you. You may, however, speak to your child's teachers to discuss the contents of the report. You will be provided a photocopy of the report; the original will be kept in your child's file.

**Important:** If your child visits the doctor because of an injury they sustained in school, please notify administration immediately afterwards so the incident/accident report can be updated. **The school will then contact Health and Human Services Hotline to report the incident. They must be notified within 48 hours of the incident (see code 746.305).** You can expect to be contacted by state licensing to verify details from the incident.

### Illness

In order to maintain the healthiest environment possible for all children at Victory Prep\ Kingdom Kids, we ask children who are feverish or not feeling well be kept at home for the day. However, the child's pediatrician may provide a doctor's note stating the child is not contagious and is healthy to attend school. If the child develops symptoms of illness while at school, the parents will be notified. The child will be removed from the classroom environment if the child develops the following:

- Symptoms requiring a greater need for care than staff can provide without compromising the health, safety, and supervision of the other children.
- Symptoms preventing the comfortable participation in activities.
- Oral temperature 100.4 degrees or greater; Armpit temperature 99.4 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates the child be included in Victory Prep\Kingdom Kids activities.
- Symptoms and signs of possible severe illness such as lethargy, diarrhea, vomiting, a rash with fever, wheezing or behavioral changes until medical evaluation indicate the child can be included in Victory Prep\Kingdom Kids activities.
- The child has been diagnosed with a communicable disease should stay home until medical evaluation determines the child is no longer communicable and is able to participate in school activities. A list of communicable diseases is found at the end of the handbook. Any child who had one of listed diseases needs a health professional's note of health to return to school. **Children sent home exhibiting such symptoms must be symptom free for a minimum of 24 hours** prior to returning to school or return to school with a doctor's note indicating that they are not contagious and healthy to attend school. We reserve the right to require that your child be picked up if he/she is unable to function in the classroom setting due to illness or injury, out of respect for your child and classmates.

### Prescription Medication

If your child requires prescription medication, please discuss this with your doctor. If possible, obtain medication that can be given at home. If it is necessary for your child have medication administered during school hours, please fill out a **Medication Authorization form** at the school office. All medications will be given in school office by director or office staff. School staff will not administer medication without written authorization from a parent.

**Medication will not be administered through a child's bottle or food.**

All medication must be delivered to the school office in the original container, labeled with the child's name, a date, dosage directions for administering, the physician's name, and a pharmacy name. The school will administer the medication only as stated on the label instructions, or as amended by the child's physician. Victory Prep\Kingdom Kids cannot administer expired medicine.

### **Non-Prescription Medication**

Victory Prep\Kingdom Kids will dispense over-the-counter medication to children at the request of parents for minor symptoms; however, a doctor's note will be required for recurring symptoms, "as-needed" circumstances, or if the parent requests for the child to receive over-the-counter medication for more than two consecutive days. The school will follow all instructions listed on the over-the-counter medication including instructions for age ranges and dosage. If the medication does not already contain a dispenser, we ask that parents provide the dispenser cup or dropper.

### **Medication Forms:**

1. *Non-Prescription Over-the-counter medication*- This form allows the school to administer over-the-counter medications as needed provided by the parents. E.g. Tylenol, Ibuprofen. The signed Medication Authorization Form expires at 6 months and needs to be updated at that time.

2. *Parental Consent for over-the-counter ointment/creams*- This form allows the school to administer ointments/creams **provided by the parent**.

### **Emergency Care**

All staff are trained in basic first aid and CPR. In the event of a life-threatening accident, the staff will call 911 and render aid as appropriate. Parents will be notified as soon as the emergency has been reported. In the event any medical situation that requires immediate medical attention, we will want your child to see a doctor immediately. It is critical that Victory Prep\Kingdom Kids reach you during the school day.

## **What is the procedure if my child needs immediate treatment and I cannot be reached?**

If your child needs immediate medical attention, and you cannot be reached, your emergency contact card authorizes us to seek medical care in your name. We will have your child transported to a local emergency room while we continue our efforts to contact you. A member of our staff will accompany your child to the hospital and stay with him/her until a member of your family arrives. Please make sure that your emergency information is current. Inform the school office immediately of any changes in insurance information and/or contact information.

### **TB (Tuberculin) Testing Requirements for Staff Vaccines**

TB tests are now required by The State of Texas Childcare Licensing offices at this time. Victory Prep\Kingdom Kids will require all those in contact with students have a current TB test. It is also recommended our staff receive a flu shot every 12 months but is not required. We do not require our staff to receive any other specific vaccines.

### **Child Abuse/Neglect**

Child abuse and neglect is against the law in Texas and so is the failure to report it. Abuse is defined as mental, emotional, physical or sexual injury to a child or failure to prevent such an injury to a child.

Victory Prep\Kingdom Kids policy is all faculty, administrators and staff share the responsibility of preventing and reporting of suspected child abuse and sexual molestation.

The school will comply with the provisions of the laws of the State of Texas and the guidelines established by the Texas Department of Family and Protective Services. **All employees receive annual training in Child Abuse and Neglect.**

### **What is Child Abuse?**

- Child abuse consists of any act of commission or omission that endangers or impairs a child's physical or emotional health and development.
- Child abuse includes any damage done to a child which cannot be reasonably explained, which is often represented by an injury or series of injuries appearing to be non-accidental in nature.

### **Child Abuse Prevention Guidelines**

- Never discipline when you are angry
- Get to know your child's friends
- Never leave a child unattended
- Be aware of changes in a child's behavior or attitude
- Listen to them and believe what they say
- Be alert for any talk that reveals premature sexual understanding
- Teach a child correct name of body parts
- Ask questions

The Texas Family Code requires reports of suspected child abuse or neglect to Family Protective Services (FPS). A person who suspects that a child may have been abused or neglected, and fails to report it within 48 hours, has committed a punishable offense. If you suspect child abuse or neglect, or if you have questions about whether the concerns you have constitutes abuse or neglect, call the 24-hour toll-free Abuse/Neglect Hotline at 1-800-252-5400. Victory Prep\Kingdom Kids abides by these requirements.

Report Suspected Child Abuse  
24 hours per day/7 days per week  
Child Abuse Hotline:1-800-252-5400  
[www.txabusehotline.org](http://www.txabusehotline.org)

### **Smoking**

Victory Prep\Kingdom Kids is a smoke-free environment; smoking is not permitted in or on campus.

### **Emergency Preparedness/Fire and Safety Drills**

Victory Prep\Kingdom Kids strictly adheres to the Emergency Preparedness Plan as stated below: (Please note, this emergency preparedness plan can also be found near each main exit door within the school building.)

- Fire drills are conducted each month.
- Severe weather drills are conducted at least once every three months with indoor relocation site being tornado/severe weather shelter highlighted in or orange the evacuation plan. (see evacuation plan at the end of this handbook)

An overview of the Emergency Preparedness Plan (Attachment A) is available for review at the end of this handbook. A complete detailed Emergency Preparedness Plan is available for review, upon request, in the office.

### **Alternative Evacuation Location**

**Mt. Olive Baptist Church**  
8795 S FM 148  
Scurry, TX 75158

### **Parent Communication**

As mentioned above, the administrative staff will be responsible for keeping the Emergency Binder containing parent phone numbers. Parents will be contacted as soon as their children are relocated to the Alternative Evacuation Location.

### **Safety**

For the safety of the students, families and visitors, Victory Prep\Kingdom Kids requests that all individuals within the facility follow the policies of the school. These policies include but are not limited to the following:

- Staff and students will walk in the hallways
- Staff and students use inside voices
- Students are not allowed to exit the building without their parent or authorized pick-up
- Exit doors should be opened by adults only
- Parents shall carefully supervise children in the parking lot
- Cell phone use is prohibited during morning drop off and afternoon pick-up times

### **Gang Free Zone**

“Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty”.

To review the requirements regarding gang free zones, please refer to Attachment B at the end of this handbook.

### **Behavior Management:**

Underlying Principles

- We respect ourselves and other people
- We are careful with our own work and our friends’ work and belongings
- We keep our surroundings and ourselves clean

By setting appropriate and consistent limits to behavior, we provide a secure environment in which children can explore their physical and social world.

### **Discipline is instructive when:**

- It supports self-esteem and allows children to feel capable, competent and pleasant with others
- It takes into account a child’s developmental level of understanding and ability
- It changes a children’s behavioral needs (there is change and growth)
- It acknowledges caring, cooperative, desirable behavior
- It guides, gives simple explanations, and offers alternatives so that a child can make choices. In time, this will aid the making of appropriate choices
- It is consistent
- It is based on self-discipline and self-control

### **Setting limits helps children to:**

- Feel secure and orient themselves in the world
- Find appropriate expressions for feelings that are hard to control
- Initiates the joy of lifelong learning

### **Prevention:**

- Knowing the children: this helps to tailor discipline instructions for each child
- Prepared environment: this helps to facilitate freedom of movement
- Awareness of transition time: teachers help children move from one activity to another without disruption
- Modeling good behavior

### **If prevention does not work**

- Try first to distract or defuse the situation, giving children a release
- Use “do’s” (rather than don’ts”) and give brief explanations
- Respond in a calm but firm manner, indicating what is expected from the child and what choices the child has

- Help the child to realize the consequences of his or her actions
- Follow through with consequences

### **The Purpose of Minimum Standards**

The purpose of having Minimum Standards is protecting the health, safety and wellbeing of children. If you have any questions or concerns, the licensing staff can assist you. You may obtain information about licensing standards or procedures by calling Health and Human Services' toll-free number, 1-800-862-5252 or by visiting their web site at [www.hhs.texas.gov](http://www.hhs.texas.gov)

#### **Procedures to Review Minimum Standards and Licensing Inspection**

Victory Prep\Kingdom Kids ensures the compliance with all minimum standards with the exception of those standards identified for specific types of child-care programs of activities we do not offer. Parents are encouraged to view the Minimum Standards with either the Director or Assistant Director of Victory Prep\ Kingdom Kids if they have questions or concerns.

#### **Minimum Standards and Licensing Office**

The minimum standards are the regulating documents that provide a framework for how childcare facilities are to operate in the state of Texas. At any time, a parent may request a copy of these standards to review from the administrative staff. These may also be found online at [www.hhs.texas.gov](http://www.hhs.texas.gov).

Parents may request to view the most recent inspection from the Licensing Office. To view this document in its entirety, please ask the administrative staff at Victory Prep\ Kingdom Kids. This report as well as previous inspection results may also be found online at [www.hhs.texas.gov](http://www.hhs.texas.gov).

At any time, a parent may wish to contact the local childcare Licensing Office. The licensing office contact information can be found below:

Childcare Licensing Office  
Health and Human Services  
Texas Department of Family and Protective Services  
8700 Stemmons Frwy  
Dallas, Tx  
Hotline 1-800-582-6036

Report Suspected Child Abuse  
24 hours per day/7 days per week  
Child Abuse Hotline: 1-800-252-5400  
[www.txabusehotline.org](http://www.txabusehotline.org)

#### **Communicable Disease Reference**

The following diseases require a signed note from a health care professional before your child may return to class:

- AIDS/HIV infection
- Amebiasis
- Campylobacteriosis
- Chickenpox (Varicella)
- Conjunctivitis, bacterial or viral (Pink Eye)
- Coxsackie virus disease (Hand, Foot, and Mouth Disease)
- Cryptosporidiosis
- Escherichia coli (E coli)

- Fifth Disease (erythema infectiosum) Human Parvovirus
- Gastroenteritis, viral
- Giardiasis
- Head Lice
- Hepatitis A
- Hepatitis B
- Impetigo
- Influenza (Flu)
- Measles
- Meningitis (bacterial or viral)
- Meningococcal Infections (meningitis)
- Mononucleosis
- Mumps
- Pertussis
- Pinworms
- Ringworm (body or scalp)
- Rubella
- Salmonellosis
- Scabies
- Shigellosis
- Streptococcal sore throat and scarlet fever
- Tuberculosis

**EMERGENCY EVACUATION PLAN (OVERVIEW) -ATTACHMENT A:**

Minimum Standards Procedures to follow for all emergencies...

Evacuation 746.5202 (1) When the alarm sounds or when the school director/ designee sounds a school bell, the first responsibility is to move the children to the designated safe area either indoors or outdoors as appropriate, or alternate shelter known to all Victory Prep\Kingdom Kids staff. (A)

Children will be relocated to the designated safe area or alternate shelter by walking in a line both lead by and followed by a staff member. (B)

The emergency evacuation and relocation diagram are posted in each classroom on the exterior door and is also attached to this document. (C) 746.5207 (b). This diagram shows the floor plans of building 1. 746.5207 (a)(1), multiple exit paths from each room 746.5207 (a)(2), the designated outside location for staff and children to assemble and ensure safe evacuation 746.5207 (a)(3), and the designated inside location for staff and children to take shelter from threatening weather 746.5207 (a)(4)

The name and address of the shelter Victory Prep\Kingdom Kids will use away from the center as needed is Mt. Olive Baptist Church, 8795 S FM 148, Scurry, TX 75158.

Victory Prep\Kingdom Kids will account for all children in attendance at the time of the emergency by ensuring for evacuation that a teacher is at the front and the end of each line of children, then taking attendance for each individual class using the class roster, and counting to verify numbers when at the designated safe area or alternate shelter. (E)

Communication 746.5202 (2) The director's cell phone will be used in emergencies such as this. This phone will be a part of the evacuation supplies gathered and taken to the appropriate designated safe area. This alternate number is on file with DFPS. Emergency Phone #: 214-536-7429

We will use this emergency phone to contact local authorities such as fire department, law enforcement, emergency medical services, and/or the health department as appropriate. Parents and Licensing will be notified by phone of any forced evacuation of the Victory Prep\ Kingdom Kids Building.

Essential Documentation 746.5202 (3) An 'emergency procedures' notebook is kept in the front office. The front office administrator will collect this notebook before evacuating or sheltering-in-place. This emergency procedures notebook contains parent and emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled (B), and a complete, up-to-date roster for each classroom listing all children enrolled and the days for which they are enrolled. (C)

Additionally, each classroom teacher is responsible for collecting the daily roster clipboard that contains parent and emergency contact phone numbers for each child enrolled (A), an authorization for emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled, and a complete up-to-date and up-to-the-minute roster and attendance sheet listing all children enrolled and detailing who is actually present currently.

## **6 Types of emergencies of which have prepared**

### **1. Natural events such as tornadoes, floods or hurricanes**

In the event of a tornado, we will institute the following procedures... Shelter-In-Place.

Evacuation 746.5202 (1) Then the alarm sounds or when the school director /designee rings the bell, the first responsibility of the staff is to move the children to the designated safe area. (A) In the event of a tornado, Victory Prep\Kingdom Kids will shelter-in-place in the areas marked in yellow on the diagrams posted in each room with the door closed, away from windows and protected by interior walls.

Children will be relocated to the designated safe area by walking in a line both lead by, and followed by, a staff member. (B) All students and staff sit facing the wall, protecting their head and face with their arms against the wall.

Children under 24 months of age, those who have limited mobility, or who may otherwise need assistance will be assisted by classroom teachers, and office staff who may carry those children who are unable to walk quickly and safely. Or place them in a wagon to be pulled by a designated staff member.

The emergency evacuation and relocation diagram is posted in each classroom on the exterior door, and is also attached to this document. (C), 746.5207 (a)(4)

Victory Prep\Kingdom Kids will account for all children in attendance at the time of the emergency by ensuring that a teacher is at the front and the end of each children, then taking attendance for each individual class using the class roster, and counting to verify numbers when at the designated safe area. (E)

Communication 746.5202 (2) The directors cell phone will be used in emergencies such as this. This phone will be part of the evacuation supplies gathered and taken to the safe area. This alternate number is on file with DFPS. Emergency phone #: 214-536-7429 (A)

We will use this emergency phone to contact local authorities such as the fire department, law enforcement, emergency medical services, and/or the health department as appropriate. Parents and Licensing will be notified by phone when it is deemed safe to evaluate the buildings. (B)



Essential Documentation 746.5202 (3) An emergency procedures notebook is kept in the reception area of the front office. The front office administrator will collect this notebook before sheltering-in-place. This emergency procedures notebook contains parent and emergency care for each child enrolled (B), and a complete, up-to-date roster for each classroom listing all children enrolled and the days for which they are enrolled. (C)

Additionally, each classroom teacher is responsible for collecting the daily roster clipboard also contains parent and emergency contact phone numbers for each child enrolled (A), and authorization for emergency care for each child enrolled, and a complete up-to-date and up-to-the minute roster and attendance sheet listing all children enrolled and detailing who is actually present currently.

Children will be relocated to the designated alternate shelter by walking in a line both lead by, and followed by, a staff member. (B)

The emergency evacuation and relocation diagrams are posted in each classroom on the exterior door and are also attached to this document. (c), 746.5207 (b)

Victory Prep\Kingdom Kids will account for all children in attendance at the time of the emergency by ensuring for evacuation that a teacher is at the front and the end of each line of children, then taking attendance for each individual class using the class roster and counting to verify numbers when at the designated alternate shelter. (E)

## **2. Health events such as medical emergencies or communicable disease outbreak.**

In the event of a medical emergency, we will institute the following procedures... modified shelter-in-place with evacuation of critical area, plus call 911.

Evacuation 746.5202 (1) When the alarm sounds or when the director/designee rings the school- bell, the first responsibility of staff is to move the children to the designated safe are. (A) In the event of a medical emergency, Victory Prep\Kingdom Kids will use a modified shelter-in-place plan, with all unaffected remaining in their classrooms with the door closed, and away from windows.

The uninjured children in the affected classroom containing a medical emergency should be evacuated to an unused area of the school, such as the library, or empty classroom. Uninjured children will be relocated to the designated safe area by walking in a line both lead by, and followed by, a staff member. (B) At least 2 staff members must remain with the injured person providing first aid and comfort until EMS arrives.

Children under 24 months of age, those with limited ability, or who may otherwise need assistance will be assisted by classroom teachers, and office staff who may carry those children who are unable to walk quickly and safely while holding the hand of a staff member.

The emergency evacuation and relocation diagram are posted in each classroom on the exterior door and is also attached to this document. (c), 746.5207 (b). This diagram shows the floor plan of Victory Prep\Kingdom Kids 746.5207 (a) (1), with the designated route and alternate locations for staff and children to take shelter from witnessing possible trauma. 746.5207 (a) (4)

Victory Prep\Kingdom Kids will account for all children in attendance at the time of the emergency by ensuring that a teacher is at the front and end of each line of children, then taking attendance for each individual class using the class roster, and counting to verify numbers when at the designated sage area. (E)

Communication 746.5202 (2) A phone will be located at the front hallway with our street address and phone number to Victory Prep\ Kingdom Kids to provide to emergency services personnel. (A)

We will contact local authorities such as the fire department, law enforcement, emergency medical services, and/or the health department as appropriate. Parents and Licensing will be notified by phone when it is deemed safe to evacuate the Victory Prep\ Kingdom Kids building.

Essential Documentation 746.5202 (3) An emergency procedures notebook is kept in the reception area of the preschool office. The office manager will collect this notebook and go to the area of medical emergency. This emergency procedures notebook contains parent and emergency contact phone numbers for each child enrolled (B), and a complete, up-to-date roster for each classroom listing all children enrolled and the days for which they are enrolled. (C)

Additionally, each classroom teacher is responsible for collecting the daily roster clipboard from the classroom prior to sheltering-in-place/evacuating. This daily roster clipboard also contains parent and emergency contact phone numbers for each child enrolled, and a complete up-to-date and up-to-the-minute roster and attendance sheet listing all children enrolled and detailing who is actually present currently.

In the event of a communicable disease outbreak, we will institute the following procedures... Evacuation and temporary school closure until building and contents are effectively sanitized.

Evacuation 746.5202 (1) When the alarm sounds or when the director/designee rings the school bell, the first responsibility of the staff is to move the children to the designated shelter in Mt. Olive Baptist Church at 8795 S FM 148 Scurry, Tx 75158.

Children will be relocated to the designated alternate shelter by staff members cars.

Children under 24 months of age, those who have limited mobility, or who may otherwise need assistance will be assisted by classroom teachers and office staff who may carry those children who are unable to walk quickly and safely.

The emergency evacuation and relocation diagram is posted in each classroom on the exterior door, and is also attached to this document. (C), 746.5207 (b)

Victory Prep\Kingdom Kids will account for all children in attendance at the time of the emergency by ensuring for evacuation that a teacher is at the front and the end of each line of children, then taking attendance for each individual class using the class roster, and counting to verify numbers when at the designated alternate shelter. (E)

Communication 746.5202 (2) The director's cell phone will be used in emergencies such as this. This phone will be a part of the evacuation supplies gathered and taken to the appropriate designated safe area. This alternate number is on file with DFPS. Emergency phone 214-536-7429

We will use this emergency phone to contact local authorities such as the fire department, law enforcement, emergency medical services, and/or the health department as appropriate as appropriate. Parents and Licensing will be notified by phone of any forced evacuation of the Victory Prep\Kingdom Kids building.

Essential Documentation 746.5202 (3) An emergency procedures notebook is kept in the reception area of the front office. The office manager will collect this notebook before evacuating to the Mt. Olive Baptist Church. This emergency procedures notebook contains parent and emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled (B), and a complete, up-to-date roster for each classroom listing all children enrolled and the days which they are enrolled. (C)

Additionally, each classroom teacher is responsible for collecting the daily roster clipboard from the classroom prior to evacuation to the safe area. This daily roster clipboard also contains parent and emergency contact phone

numbers for each child enrolled (A), an authorization for emergency care for each child enrolled, and a complete up-to-date and up-to-the-minute roster and attendance sheet listing all children enrolled and detailing who is present currently.

Additional Guidelines for Forced Evacuation due to communicable disease outbreak: With assistance of The Dallas or Kaufman County Department of Health, the director will decide whether to dismiss school and determine the criteria for reopening the school for care. The director and a minimum of 2 staff members must remain until all children have been picked up during an emergency closing due to communicable disease outbreak.

### **3. Human-caused events such as intruder with weapon, fire or explosion, or chemical spill.**

In the event of an intruder with weapon, we will institute the following procedures....  
Shelter-In-Place plus Lock-down.

Evacuation 746.5202 (1) When the alarm sounds or when the director/designee rings the school bell, the first responsibility of staff is to move the children to the designated safe area. (A) In the event of an intruder with a weapon, Victory Prep\ Kingdom Kids will shelter-in-place in the classroom away from windows and protected by interior walls with the door shut and locked, lights off, and windows covered.

Children will be relocated to the designated safe area by walking in a line both lead by and followed by a staff member. (B) Additionally, 1 teacher in each classroom is designated to lock the classroom door and turn off the classroom lights. The door is to remain locked until an 'all clear' is announced by either the director or law enforcement personnel.

Children under 24 months of age, those who have limited mobility, or who may otherwise need assistance will be assisted by classroom teachers and office staff who may carry those children who are unable to walk quickly and safely.

The emergency evacuation relocation diagram is posted in each classroom and is also attached to this document. (C), 746.5207 (b). This diagram shows the floor plan of Victory Prep\Kingdom Kids with the designated inside location for staff and children to take shelter from threatening weather. (areas colored in orange on the diagrams) 746.5207 9(a)(4)

Victory Prep/Kingdom Kids will account for all children in attendance at the time of the emergency by ensuring that a teacher is at the front and the end of each line of children, then taking attendance for each individual class using the class roster, and counting to verify numbers when at the designated safe area. (E)

Communication 746.5202 (2) The director's cell phone will be used in emergencies such as this. This phone will be part of the evacuation supplies gathered and taken to the safe area. This alternate number is on file with DFPS. Emergency phone #: 214-536-4-7429

We will use this emergency phone to contact local authorities such as the fire department, law enforcement, emergency medical services, and/or the health department as appropriate. Parents and licensing will be notified by phone when it is deemed safe to evacuate the Victory Prep\Kingdom Kids building.

Essential Documentation 746.5202 (3) An emergency procedures notebook is kept in the front office. The front office administrator will collect this notebook before sheltering-in-place. This emergency procedures notebook contains parent and emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled (B), and a complete, up-to-date roster for each classroom listing all children enrolled and the days for which they are enrolled. (C)

Additionally, each classroom teacher is responsible for collecting the daily roster clipboard from the classroom prior to sheltering-in-place. This daily roster clipboard also contains parent authorization for emergency care for each child enrolled, and a complete up-to-date and up-to-the-minute roster and attendance sheet listing all children enrolled and detailing who is present currently.

Additional Building Security Procedures: The lobby entry door may be opened by the office manager or staff member to allow entry into the remainder of the facility. All doors to the school building must be kept locked except for Victory Church's front entry door. Panic bar hardware allows safe egress in case of emergency. Office personnel or other appointed staff should be positioned at the front desk and monitor the door at all times. Doors to unused classrooms and rooms that are off-limits to children (storage, etc.) are to be kept locked during operational hours. When an individual other than the parents or regular caregiver picks up a child, office staff will verify the identity of the individual and their authorization to pick up the child by checking his/her driver's license or other official picture I.D. A copy of the ID or driver license will be obtained by the office staff will escort him/her to the proper classroom. If an individual that is not recognized by staff enters the school area, staff members are required to ask if the visitor needs assistance and if necessary, escort them to their destination. If a suspicious person is present in the building and will not leave the premises, they must be asked to leave, and call 911 to summon the police. An all-school alert will be issued to notify teachers to lock down their classrooms by remaining inside with both interior and exterior doors locked. All staff and children must remain inside until the authorities arrive and handle the situation. If a suspicious person is in the parking lot or outside the building, office personnel must lock the front entrance and call to summon the police. The school bell will be issued to notify teachers to lock down their classrooms by remaining inside with both interior and exterior doors locked. All staff and children must remain inside until the authorities arrive and handle the situation.

#### **4. In the event of a fire or explosion**

Victory prep/Kingdom Kids will institute the following procedures.... Evacuate to off campus alternate shelter (Mt. Olive Baptist Church 8795 S FM 148, Scurry, Tx 75158)

Evacuation 746.5202 (1) When the alarm sounds or when the director/designee rings the school bell, the first responsibility of staff is to move the children to the designated alternate shelter.

Children will be relocated to the designated alternate shelter by walking in a line both lead and followed by a staff member. (B)

Children under 24 months of age, those with limited mobility, or who may otherwise need assistance will be assisted by classroom teachers, floaters, and office staff who may carry those children who are unable to walk quickly and safely.

The emergency evacuation and relocation diagram are posted in each classroom. (c), (b)

Victory Prep/Kingdom Kids will account for all children in attendance at the time of the emergency by ensuring for evacuation that a teacher is at the front and the end of each line of children, then taking attendance for each individual class using the class roster, and counting to verify numbers when at the designated alternate shelter. (E)

Communication 746.5202 (2) The director's cell phone will be used in emergencies such as this. This phone will be part of the evacuation supplies gathered and taken to the appropriate designated safe area. This alternate number is on file with DFPS. Emergency phone #: 214-536-7429

We will use this emergency phone to contact local authorities such as the fire department, law enforcement, emergency medical services, and/or the health department as appropriate. Parents and Licensing will be notified by phone of any forced evacuation of the Victory Prep/Kingdom Kids building.

Essential Documentation 746.5202 (3) An emergency procedures notebook is kept in the school office and at the front reception area. The front office administrator will collect this notebook before evacuating to Mt. Olive Baptist Church. This emergency procedures notebook contains parent and emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled (B), and a complete up-to-date and up-to-the-minute roster and attendance sheet listing all children enrolled and detailing who is present currently.

Additionally, each classroom teacher is responsible for collecting the daily roster clipboard from the classroom prior to evacuation to the safe area. This daily roster clipboard also contains parent and emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled, and a complete up-to-date and up-to-the-minute roster and attendance sheet listing all children enrolled and detailing who is present currently.

#### **5. In the event of a chemical spill outside our building**

Victory Prep/Kingdom Kids will institute the following procedures.... Evacuate to ON-CAMPUS Alternate Shelter (see relocation diagram for alternate shelter).

Children will be relocated to the designated alternate shelter by walking in a line both lead by, and followed by, a staff member. (B)

Children under 24 months of age, those who have limited mobility, or who may otherwise need assistance will be assisted by classroom teachers, and office staff who may carry those children who are unable to walk quickly and safely.

The emergency evacuation and relocation diagram are posted in each classroom. (C), 746.5207 (b)

Victory Prep/Kingdom Kids will account for all children in attendance at the time of the emergency by ensuring for evacuation that a teacher is at the front and the end of each line of children, then taking attendance for each individual class using the class roster, and counting to verify numbers when at the designated alternate shelter. (E)

Communication 746.5202 (2) The director's cell phone will be used in emergencies such as this. This phone will be part of the evacuation supplies gathered and taken to the appropriate designated safe area. This alternate number is on file with DFPS. Emergency phone #: 214-536-7429

We will use this emergency phone to contact local authorities such as the fire department, law enforcement, emergency medical services, and/or the health department as appropriate. Parents and Licensing will be notified by phone of any forced evacuation of the Victory Prep\ Kingdom Kids building. (B)

Essential Documentation 746.5202 (3) An emergency procedures notebook is kept in the reception area of the front office. The office administrator will collect this notebook before evacuating to Mt. Olive Baptist Church. This emergency procedures notebook contains parent and emergency care for each child enrolled (B), and a complete, up-to-date roster for each classroom listing all children enrolled and the days for which they are enrolled. (C)

Additionally, each classroom teacher is responsible for collecting the daily roster clipboard from the classroom prior to evacuation to the safe area. This daily roster clipboard also contains parent and emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled, and a complete up-to-date and up-to-the-minute roster and attendance sheet listing all children enrolled and detailing who is actually present currently.

#### **6. In the event of a chemical spill inside our building**

Victory Prep/ Kingdom Kids will institute the following procedures..... Shelter-In-Place

Evacuation 746.5202 (1) When the alarm sounds or when the director/designee rings the school bell, the first responsibility of staff is to move the children to the designated safe area. (A) In the event of a chemical spill outside our building making it unsafe to remain outdoors, Victory Prep\ Kingdom Kids will shelter-in-place in the classroom with the door closed and locked, away from windows and protected by interior walls. HVAC systems area to be turned off in the event of a chemical spill outside our building.

Children will be relocated to the designated safe are by walking in a line both lead by, and followed by, a staff member. (B) All students and staff sit facing the wall, protecting their head and face with their arms against the wall.

Children under 24 months of age, those with limited mobility, or who may otherwise need assistance will be assisted by classroom teachers, floaters, and office staff who may carry those children who are unable to walk quickly and safely.

The emergency evacuation and relocation diagram are posted in each classroom on the exterior door and is also attached to this document. (C), 746.5207 (b). This diagram shows the floor plan of Victory Prep\Kingdom Kids Building with the designated inside location for staff and children to take shelter from threatening weather (colored in yellow) 746.5207 (a)(4)

Victory Prep\Kingdom Kids will account for all children in attendance at the time of the emergency by ensuring for evacuation that a teacher is at the front and the end of each line of children, the taking attendance for each individual class using the class roster, and counting to verify numbers when at the designated alternate shelter. (E)

Communication 746.5202 (2) The director’s cell phone will be used in emergencies such as this. This phone will be part of the evacuation supplies gathered and taken to the appropriate designated safe area. This alternate number is on file with DFPS. Emergency phone #: 214-536-7429 (A)

We will use this emergency phone to contact local authorities such as the fire department, law enforcement, emergency medical services, and/or the health department as appropriate. Parents and Licensing will be notified by phone of any forced evacuation of the Victory Prep\Kingdom Kids building. (B)

Essential Documentation 746.5202 (3) An emergency procedures notebook is kept in the reception area of the front office. The office administrator will collect this notebook before evacuating to Mt. Olive Baptist Church. This emergency procedures notebook contains parent and emergency care for each child enrolled (B), and a complete, up-to-date roster for each classroom listing all children enrolled and the days for which they are enrolled. (C)

Additionally, each classroom teacher is responsible for collecting the daily roster clipboard from the classroom prior to evacuation to the safe area. This daily roster clipboard also contains parent and emergency contact phone numbers for each child.

Victory Prep/Kingdom Kids @ Victory Church  
7325 South State Hwy 34  
Scurry, Texas 75158  
[kingdomkids@victorychurch.ch](mailto:kingdomkids@victorychurch.ch)  
469-478-3753

Parent Acknowledgement & Receipt of the Parent-Student Handbook  
2020-2021

I acknowledge I have received a copy of the Victory Prep/ Kingdom Kids Parent-Student Handbook. I understand it contains important information regarding policies and procedures. I recognize the handbook is not intended to cover every situation but is simply a general guide in which to refer.

I understand it is my responsibility to familiarize myself with the information and I agree with the policies of the school.

I further understand and acknowledge Victory Prep\ Kingdom Kids may change, add or delete any policies or provisions in this handbook as it sees fit in its sole judgment and discretion.

I acknowledge and understand that this Parent-Student Handbook supersedes and replaces any and all prior handbooks or materials previously distributed.

**Student's Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Parent's Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_

