



2022/2023 Parent Handbook

Victory Preparatory Academy

Philosophy of Education

It is the belief of Victory Church and Victory Preparatory 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 Preparatory 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 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 Preparatory 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 Preparatory 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 Preparatory.

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.

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Meaningful Participation

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

INTRODUCTION

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 Preparatory Academy. 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.

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 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.

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ENROLLMENT, TUITION & FEES

Registration Fees

The registration fee is an annual 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 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's placement. Open enrollment for the public will begin February 15th. All registration and supply fees will be due at the time of re-enrollment to reserve your child's place in Victory Prep. If fees are not paid by the 15th, you will then be considered as a new enrollee.

Tuition

Tuition is due by the 7th of every month. If not paid on the 7th, 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 15th 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 accepts checks and cash. Receipts will be provided for all cash payments. Credit card transactions are not available at this time.

Discounts

Victory Prep offers sibling discounts. A sibling discount of \$60.00 off monthly tuition will be applied toward the second child. A third sibling discount of \$80.00 off monthly tuition will be applied. Special promotion discounts cannot be combined with other offers.

Early drop off

Victory Prep will provide early drop off (7:30–8:00a.m.) – Daily \$6.00 fee will be applied, never to exceed \$75.00 per month.

LATE pick up after 3:15pm/3:30pm

If your child is picked up later than 3:15pm/3:30pm 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 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 is able to provide; we reserve the right to ask the family to make alternative arrangements.

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Additionally, Victory Prep 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 Victory Prep'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, other parents or children.

GENERAL INFORMATION

***** Victory Prep opens at 8:00am. Classes will begin promptly at 8:15am*****

School Hours

Early drop off 7:30-8:00am (fees apply)

Monday-Friday 8:15am - 4:00pm

Dismissal

Preschool 2:45pm

Elementary 3:00pm

Jr High/High School 3:15pm

Breakfast:

Students will be allowed to eat a parent provided breakfast from 7:30am – 8:05 a.m. Food will not be allowed after 8:05am.

Sign In/Out

Victory Prep 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 class time begin promptly at 8:15 a.m., all doors will be locked at this time. Please drop off your child no later than 8:00 a.m. to give time to get settled for the day. ***ALL STUDENT NEED TO BE IN THEIR CLASS AT 8:15AM.*** The beginning of the day sets the tone for the classroom. This eliminates the distractions and helps our day run successfully.

Victory Prep Preschool dismissal is 2:45pm, Elementary dismissal is 3:00pm, and Jr High and High School dismissal will be 3:15pm. In the event of an emergency where you are unable to be here on time, please contact the school office, 469-478-3753 so that arrangements can be made.

Pick up and drop off will take place under the awning on the left side of the building for Preschool and Elementary.

Drop off: Parents will pull up two by two, an employee will help children out of the car, sign them in, and escort them to their classroom. ** In the event of a COVID outbreak ** A teacher will take your child's temperature (temps 100.40 /38.00C) or above or other signs of illness will not be admitted into the facility.

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Pick up: Parent's will pull up two by two. A teacher will escort the child to the car, sign the child out, 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 2:45pm and the K4 through 5th grade class pick up time is 3:00pm. Jr High and high school pick up time is 3:15pm under the awning. ****

*** COVID\COVID VARIANTS –In the event of an outbreak**

In order to help limit the spread and exposure of COVID -19\ COVID VARIANTS Victory Prep has established 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 8:15 will 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/COVID VARIANTS 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. 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 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:

If the specified age of the children in the group is....	Then the maximum number of children one caregiver may supervise is....
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’s teacher student ratio will be 2 to 14 for preschool. Preschool (2 years old and 3 years old) will have two teachers in each classroom with up to 14 students. K4 through 5th grade will have one teacher per class with up to 14 students per class. Victory Prep 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 does not have a uniform dress-code for Preschool through K4, however, your child’s clothing should be appropriate. Please send preschool students 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.

Victory Prep will have standardized dress for Kindergarten through High school which is detailed below:

Female Students

- Black or grey skirt (hem is 3” or longer above the top of the kneecap)
- Grey, khaki, or black knee length walking shorts
- Black, grey, or khaki full-length pants (Plain, non-embroidered jean will be allowed for 2022-2023)
- Red, white, grey, or black polo shirts
- Red, white, black, or grey, outerwear such as cardigans, pullovers, nylon jackets and fleece jackets
- Sweatshirts, but no hoodies

Male Students

- Grey, khaki or black knee length walking shorts
- Black, grey, or khaki full-length pants (Plain, non-embroidered jean will be allowed for 2022-2023)

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- Red, white, grey, or black polo shirts
- Red, white, black, or grey, outerwear such as cardigans, pullovers, nylon jackets and fleece jackets
- Sweatshirts, but no hoodies

Other notes 6th – 12th grade (males and females)

- No holes or frays of any kind will be permitted on any article of clothing
- Plain white t-shirts may be worn under the uniform shirt
- Plain white or black long sleeve t-shirts may be worn underneath the uniform shirt in cold weather
- Shirts must be buttoned except at the collar
- Brown or black belts (no metal or dangling belts) for pants or shorts with loops
- Other jackets may be worn to and from school only, but not in the school buildings.
- If socks are worn, they must be appropriate. Girls may wear black or white plain tights (panty hose type) under skirts. No lace trim, designs or patterns on leggings.
- Uniform pants may not be worn sagging.
- No long johns or similar apparel, aerobic tights, warm ups, or thigh-high stockings.
- Shoes: no metal adornments, army boots, flip-flops, house shoes, slides, untied tennis shoes, Birkenstock, or any similar shoe will be permitted. Shoes should be closed toed and closed heel with the exception of sandals with a strap around the heel. All shoes must have a back/strap on them.
- Jewelry: no excessive or showy jewelry
- Accessories must not be distracting or ostentatious as determined by the administration.
- No hats, scarves or beanies.
- Visible tattoos, permanent or temporary, will NOT be allowed on campus
- Boys - no earrings or studs
- Visible body piercings are prohibited.
- Hair length, color, and style must be in good taste, clean and well-groomed as determined by the administration.
- Young men should be clean shaven at all times.
- Sideburns should not extend below the earlobes.
- Girls may wear leggings under uniform skirts provided they are solid black or solid white. No mesh leggings of any color will be allowed.

Inappropriate accessories are subject to confiscation.

Please provide:

- backpack
- lunch box
- no spill cup
- small pillow and blanket (or nap mat) *Preschool through K4

Nap Time (2 years old through K4)

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 an early educational setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue

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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 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 will inform parents of school closings through parent messaging system, Facebook, etc.

Communication

Open communication is imperative for the students, families and Victory Prep. 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.

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 are not limited to marital status, address, cell phone or home numbers, email, 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. 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, victoryprep@victorychurch.ch, 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 2022/2023 school calendar is posted on our website: www.victoryprep.ch

Community Bulletin Board

There is a parent bulletin board in the Victory Prep front office, with required postings mandated by the state.

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 Forms
- Current immunization records from your doctor
- Vision and Hearing screening ages 4 -5th grade
- 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. In addition, The Childcare State Licensing Office will audit Victory Preparatory yearly.

Immunization Records

Victory Prep is required by The State of Texas to have current immunization records before a child can enroll or an AFFIDAVIT Exemption from Immunizations notarized form. Students that are immunized 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 email copies to the school. If your child is on an alternative vaccine schedule, please provide the appropriate affidavit. Forms can be found at 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 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 ¹	3 Doses ²			
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses ¹	4 Doses ²	1 Dose ³	1 Dose ³	
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses ¹	4 Doses ²	1 Dose ³	1 Dose ³	
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses ¹	4 Doses ²	1 Dose ³	1 Dose ³	1 Dose ³
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses ¹	4 Doses ²	1 Dose ³	1 Dose ³	2 Doses ³

Hearing and Vision Screening

Children who turn 4 years old (before September 1st) through 5th grade 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,

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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, 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 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 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 cannot administer expired medicine.

Non-Prescription Medication

Victory Prep 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 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 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 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

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- 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 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

Smoking

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

Emergency Preparedness/Fire and Safety Drills

Victory Prep 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)

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 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 considers 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
- Prepared environment
- Awareness of transition time
- 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

Procedures to Review Minimum Standards and Licensing Inspection

Victory Prep ensures the compliance with all minimum standards with the exception of those standards identified for specific types of child-care programs which 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.

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 Preparatory. This report as well as previous inspection results may also be found online at 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
Hotline1-800-582-6036

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

VICTORY PREPARATORY

Parent Acknowledgement & Receipt of the Parent-Student Handbook 2022-2023

I acknowledge I have received a copy of the Victory Prep 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 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 _____

