



# VICTORY PREPARATORY

## 2025/2026 Parent Handbook Kindergarten through High School

Victory Preparatory School of Kaufman County

### GENERAL INFORMATION

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\*\*\*\*\* Victory Prep opens at 7:30am. Classes will begin promptly at 8:00 am\*\*\*\*\*

#### School Hours

Early drop off 7:30 am

Monday-Friday 8:00 am - 3:15 pm

Dismissal

Elementary 3:00 pm

Jr High/High School 3:00 pm

### INTRODUCTION

The 2025-2026 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 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.

### 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.**



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

## **POLICY OF DISCRIMINATION**

Victory Prep does not discriminate on the basis of race, color, sex, national or ethnic origin, physical disability 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 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.



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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 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 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 Prep. 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.

**PLEASE DO NOT GIVE TUITION TO TEACHERS AT DROP OFF OR PICK UP. All payments must be sent in the student's folder or brought to the front office.**

### **Accepted Forms of Payment**

Victory Prep accepts checks, cash, online payments (fee incurred).

### **Discounts**

Victory Prep offers sibling discounts. A sibling discount of \$250.00 yearly on tuition will be applied toward the second child. A third sibling discount of \$350.00 yearly on tuition will be applied.



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## **Early drop off**

Victory Prep will provide an early drop-off beginning at 7:30 a.m.

## **LATE pick up after 3:15pm**

If your child is picked up later than 3:15pm, your child will be escorted to the late pick up area located in the children's building next to the school office.

Children must be picked by 3:15pm. A late fee of **\$5.00 per minute** per child will be applied to your account for all students picked up after 3:15pm. Fees will be added to your account and expected to be paid during the month they are posted to your account.

In case of an emergency where you are unable to pick up your child on time or if another person will be picking up your child please contact the office asap (469-478-3753) so that arrangements can be made. If someone other than the parent will be picking up your child, a driver's license will be needed for identification.

**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. A \$150 re-enrollment fee (non-refundable) will apply for all children re-enrolling after a withdrawal from the program for any reason. When re-enrolling, children will be put at the end of the waiting list for appropriate classrooms and contacted when or if a space becomes available.

## **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.

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.

## **Breakfast:**

Students will be allowed to eat a parent provided breakfast from 7:30am – 7:45am.  
Food will not be allowed after 7:45 am.

## **Sign In/Out and Attendance Tracking**

Victory Prep requires all students to be checked in/out daily. Teachers will be required to sign their student in/out on the paper attendance (sign in/out) sheet daily. If a student is picked up early, the person picking them up will be required to sign them out in the office. All students must come through the front office in order to be picked up early. These records will remain a part of the student's permanent student file records.



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## **Absenteeism**

Absence procedures - Excellent attendance is vital to the teaching and learning process. For any absence, please follow the procedures below:

Parents should call or email the school office when a student is to be absent. Please state the reason for the absence and the approximate date the student will return.

Submit an official doctor's statement in lieu of a parent note. The doctor's note should include the date and time of the visit and the doctor's signature.

## **Excessive Absenteeism**

Regular attendance in all classes is a critical element in the total school experience. Attendance (both excused and unexcused absences), grades, and behavior will all be considered when evaluating students for special awards. Students must be in attendance 90% of the school year to benefit and earn credit for classes. Students who have excessive absences will be reviewed and could result in dismissal from the program. No refunds will be given for absences due to illness, vacation, school closings or dismissal.

## **Arrival and Departures**

**Arrival (Drop off):** Parents will pull up two by two, an employee will help the student out of the car, escort them into the school, and a teacher will lead students to their classroom. Jr. High and High School students should be dropped off in the same manner, however, they may walk straight to class. Students who drive to school should park in the parking lot and wait for a teacher monitoring drop off to help them cross for the safety of all. All students arriving after 7:55 am will need to be checked in through the school office. Victory Prep classes will be dismissed from the connection room starting at 7:45 am to go to their classrooms which begin promptly at 8:05 am. All doors will be locked at 7:55am.

**ALL STUDENTS NEED TO BE IN THEIR CLASS AT 7:55am allowing class to begin at 8:00am.**

The beginning of the day sets the tone for the classroom. This eliminates distractions and helps our day run successfully.

## **Late Arrival**

**Students arriving after 7:55am must be checked in through the school office.**

**Departure (Pick up):** Parent's will pull up two by two, a teacher will escort the child/children to the car and help them into the car. Parents will need to pull around to the parking lot to buckle their child/children into their seats. This process is recommended by the State Child Care Regulations and helps the pick up line move smoothly. Jr. High and High School students will exit in the same manner, waiting for a teacher to help them cross.

Due to our concern for your child's safety, parents or authorized persons must pick up their child. Your child/children will never be released to persons other than those people you have listed as authorized to pick up your child. Please do not feel offended if you are asked to show identification.



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## Student Life

### *Private Parties*

Victory Prep realizes and encourages celebrations and shared student/family times (i.e. birthday parties, sleepovers, and other events). **At the same time, we must be sensitive to the feelings of all students and parents.** Arrangements for these types of events should be made outside of the school.

Invitations should be mailed, not handed out at school unless the whole class is invited.

Guests should meet at a designated place (off campus) and not picked up at their respective school buildings.

Birthday gifts, sleeping bags, or other overnight gear may not be brought into the building. We realize that these arrangements may be inconvenient; however, in an effort to be considerate of every family/student's feelings, we will follow these procedures.

### Visitors

Victory Prep is a closed campus. All visitors must register in the front office in order to pick up their child for doctors appointments or any other reason that they may be leaving the campus. Pets are not to be brought to school without prior approval by the headmaster. There are safety liabilities and other issues that must be considered.

### Emergency Phone Numbers

It is extremely important that a current home, cell, office and emergency contact numbers be on file in the school office. Please make sure a contact other than the parent is on file. The school will make every effort to contact parents or the emergency contact person if there is a serious illness or accident. If it is a critical situation, the first call will be made to 911. Please keep the office personnel informed of any change in your home address.

### 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. Please label your child's lunch box of any food allergies.

### Minimum Standard Rules for Licensed Child Care Centers (Kindergarten through 6th grade)

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....
5 years	22
6-8 years	26



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9-13 years

26

## **Personal Items (Kindergarten through 6th grade)**

Toys, stuffed animals (stuffedies) or unapproved items of any kind 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. Please do not allow your child to bring toys from home. Victory Prep provides many activities throughout the day and a toy from home can be a distraction.

### **Food**

Snacks and lunch are not provided by Victory Prep. Parents will need to provide their child with a snack and cold 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. Each student must have their own cup with lid/straw with water only. Please do not send milk, juice or any other sugary drink. It's our desire to encourage healthy eating at school. For Birthdays and special events, special snacks may be sent for the class as long as the teacher has been notified in advance for planning purposes. Parents dropping off class snacks must be taken to the school office. We discourage sugary desserts such as iced cupcakes. Cookies are a good option as well as easy cleanup.

### **Parties**

#### *Birthday Parties*

Birthdays of our students may be celebrated at school with a snack of choice although individual servings such as cookies are recommended. Please coordinate these arrangements with the individual classroom teacher to protect classroom instructional time.

#### *Class Parties*

As much as we would like to have parents attending all parties, we have to limit the number of parents involved parties to one per year. We have chosen that to be at Christmas so we can have more class time to exchange goodies.

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

Kindergarten through 6th grade will have one teacher per class with up to 16 students per class. Victory Prep promotes healthy growth and development in each class by low student/teacher ratios.

## **Clothing Policy**

### **Elementary through High School**

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

### **Female Students (Kindergarten through High School)**

- Black, red, gray and khaki skirt or dresses (hem is 3" or longer above the top of the kneecap)
- Black, gray and khaki full-length pants (plain, non-embroidered). Jeans are allowed (no tears, frays or fringe).
- Red, white, gray or black polo shirts
- Red, white, gray or black button-down shirts
- Red, white, black, or gray, outerwear such as cardigans, V-neck pullovers, nylon jackets and fleece jackets.
- Sweatshirt, NO HOODIES! A collared red, white, gray or black polo shirt must be worn under a sweatshirt.
- Sweatshirts must be a solid color. It may have a Victory/Chargers logo. (red, white, gray, or black)



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## Shoes

Athletic shoes, closed toed shoes and closed back shoes are required. A parent may be called to bring an appropriate pair of shoes, if necessary. Shoes that are not allowed: Crocs, house slippers, UGG Tasman, slides, flip-flops. no metal adornments, army boots, Crocs, Birkenstock, or any similar shoe will be permitted. Shoes should be closed toed and closed heel except for sandals with a strap around the heel. All shoes must have a back/strap on them.

## Male Students (Kindergarten through High School)

- Grey, khaki or black walking shorts
- Black, gray or khaki full-length pants (plain, non-embroidered). Jeans are allowed (no tears, frays or fringe).
- Red, white, gray or black polo shirts
- Red, white, gray or black button down shirts
- Red, white, black, or gray, outerwear such as cardigans, V-neck pullovers, nylon jackets and fleece jackets
- Sweatshirt, NO HOODIES! A collared red, white, gray or black polo shirt must be worn under a sweatshirt.
- Sweatshirts must be a solid color. It may have a Victory/Chargers logo. (red, white, gray, or black)
- NO LEGGINGS OF ANY SORT MAY BE WORN UNDER SHORTS.

## Shoes

Athletic shoes, closed toed shoes and closed back shoes are required. A parent may be called to bring an appropriate pair of shoes, if necessary. Shoes that are not allowed: Crocs, house slippers, UGG Tasman, slides, flip-flops.

## Other notes Kindergarten through High School (males and females)

- 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.

## Athletic Clothing

Jr High and High are required to purchase the appropriate shirts and shorts for their athletic classes.

## Grooming Guidelines and Accessories

### Girls

- If socks are worn, they must be solid black or white. Girls may wear black or white plain tights (panty hose type) under skirts. No lace trim, designs or patterns on leggings.
- Girls may wear leggings under uniform skirts provided they are solid black or solid white. No mesh leggings of any color will be allowed.
- Uniform pants may not be worn sagging.
- No long johns or similar apparel, aerobic tights, warm ups, or thigh-high stockings.
- No jewelry is to be worn that will distract from the uniform look.
- Small earrings are allowed.
- Accessories must not be distracting or ostentatious as determined by the administration.



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- No hats, scarves or beanies.
- Visible tattoos, permanent or temporary, will NOT be allowed on campus
  
- Hair is to be maintained so that it is not extreme and must be neatly combed.
- Hair should not be unnaturally colored or shaped to draw attention.
- Hair accessories should be conservative, not a distraction to other students.
- All makeup is deemed inappropriate for Elementary students
- No facial piercings

## **Boys**

- No earrings or studs
- Visible tattoos, permanent or temporary, will NOT be allowed on campus
- No hats, scarves or beanies.
- Visible body piercings are prohibited.
- Hair must not cover the eyes, must be well-groomed, and clean at all times. Hair must not extend past the collar. Large and extreme modes of hairstyles will not be allowed. Hairstyles should not interfere with another student's ability to see in class. Only natural hair colors are allowed. Letters, numbers, symbols, insignia, or logos cannot be depicted in hair.
- Young men should be clean shaven at all times.
- Sideburns should not extend below the earlobes.
- Uniform pants may not be worn sagging.
- Leggings under shorts will NOT be allowed.
- Young men are not permitted to wear make-up, including nail polish.

**Inappropriate accessories are subject to confiscation.**

## **Discipline Plan**

For learning outcomes to be impacted, it is imperative that Victory Prep's discipline plan is initiated in the classroom. Because the teacher-student relationship is the key to our educational program, teachers must command respect from their students. Effective classroom management is vital to the academic success of Victory Prep. Types of discipline will be determined by the Headmaster and at his discretion.

Classroom rules include:

1. Follow all directions.
2. Be in your seat, on time, with all supplies.
3. Keep hands, feet, books, and objects to yourself.
4. Receive permission before speaking.
5. Respect each other in speech and conduct.

A student will be sent immediately to the principal if that student:

1. Fights or threatens to fight;
2. Damages or destroys property;
3. Refuses to work;
4. Engages in behavior that keeps students from learning.
5. Threatens another student or staff member.

## **Parent Teacher Conferences**

Parent/Teacher Conferences



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Teachers will schedule parent/teacher conferences to review students' strengths and weaknesses as necessary. First through fifth graders will be assessed at each grade level as they complete a developmental/academic period. Progress will be communicated in the following ways:

1. A parent/teacher conference to review the student's strengths and weaknesses as deemed necessary.
2. Folders sent home on a weekly basis which includes a sampling of the student's written work as well as a work/social habit checklist.
3. A formal report card each semester which reflects grades based on written work as well as in-class work and participation.

### **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 (Kindergarten – 6<sup>th</sup> grade)**

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. No outside time when it is raining, snowing, misting, etc.

### **Outside Guideline**

#### *Heat Index*

less than 90	30 minutes
90-95	15 minutes in the sun, then up to 15 minutes of shade
95-100	5 minutes in sun, then up to 25 minutes of shade play
over 100	Shade play only, limited to 10 minutes

#### *Wind Chill*

Over 55	30 minutes
50-55	15 minutes
45-50	5 minutes
under 45	no outside

### **Sunscreen policy**

Sunscreen will need to be applied by the parent before school. We do not apply sunscreen to students.

### **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 REMIND, 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 students and families.



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We strive to have friendly yet professional relationships with all families at Victory Prep. Please refrain from messaging teachers throughout the school day. This keeps the teacher from focusing on her class and can be a safety concern. All communication should be directed to our front office and any message that needs to be directed to a teacher will be communicated to her .

## **Open Communication 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 administrative staff. Informal conferences or conversations are encouraged and may also be scheduled with school leaders at any time throughout the year.

## **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 not 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. Please notify administration if there are any changes in custody arrangements. All Court agreements must be in the child's record. In the absence of a court order, both parents have equal rights.

## **Teacher Notes**

If at any time you wish to have a conference with your child's teacher, please email the director, [victoryprep@victorychurch.ch](mailto: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 his or her class and can be a safety concern.

## **Calendar**

Victory Prep 2025/2026 school calendar is posted on our website: [www.victorychurch.ch](http://www.victorychurch.ch)

We encourage our parents to visit Victory Church's website for Victory Prep frequently to remain aware of upcoming events, closings for holidays and announcements. The calendar will be placed 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 front office, with required postings mandated by state license as well as other helpful information such as a variety of safety tips or a list of employees.

## **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 5 and up



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- 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 Child Care 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 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 letter stating that vaccine(s) required are medically harmful or injurious to the health and well-being of the child. If your child's doctor reports the vaccinations to ImmTRAC2, please sign a form stating that Victory Prep is allowed to pull the vaccination record from this website.

Please be aware that students without the proper documentation of the required immunizations or a valid exemption will not be allowed to attend school, no exceptions. If you have questions related to immunization requirements, you may contact the school registrar.

## **Hearing and Vision Screening**

Children who turn 4 years old (on or before September 1) through 5<sup>th</sup> grade must have their hearing and vision screening performed by their physician and a copy of the screening results to be turned into 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 the 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 to be kept at home for the day. However, the child's pediatrician may provide a doctor's



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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.

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. 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 has one of the 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 to have medication administered during school hours, please send medication with the physician's instruction on the bottle or packaging to the school office. All medications will be given in the school office by the 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 drink or food.**

Victory Prep will follow the guidelines stated in the Child Care Minimum Standard 746.3803.

All medication must be delivered to the school office in the original container, labeled with the child's name, a date, dosage directions for administration, 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 **not** dispense over-the-counter medication.

## 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 of any medical situation that requires immediate medical attention, we will want your child to see a doctor immediately.

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 can authorize us to seek medical care in your name. We will have your child transported to a local



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It is critical that Victory Prep reaches you during the school day. Please list a non-family member as an emergency contact in the event a family member cannot be reached.

## **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
- Be alert for any talk that reveals premature sexual understanding
- Teach a child the 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](http://www.txabusehotline.org)

## **Smoking**

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

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



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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 sites being tornado/severe weather shelters highlighted in orange on 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 completely 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 person.
- 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”.

### **Conduct of Students (expectations, guidelines/rules, and consequences)**

A high standard of acceptable behavior is essential at Victory Preparatory. Students will be expected to conduct themselves in a manner that will contribute to the optimal learning environment. Politeness, cooperation, and obedience are the guiding principles.

#### *Specific guidelines*

- Students will always enter and exit the building in an orderly fashion. They will be expected to act in a safe and responsible way while moving about the campus before, during, and after school hours. We will always maintain a safe and respectful atmosphere.
- Hats, hoods or caps will not be worn inside the school buildings—except on special occasions.
- The personal and property rights of others are to be respected by all students at all times while under the supervision of the school.
- Fighting, hitting, tripping, shoving and throwing objects or any other horseplay are strictly prohibited.
- Any student who destroys or defaces property will be subject to disciplinary action. The student’s parents will be responsible for repairs and/or replacement costs.



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- Profanity, vulgarity, sexually explicit and/or abusive language may be cause for immediate dismissal.
- Students discovered stealing will be subject to loss of privileges, repayment and/or suspension which may result in dismissal.
- Students who are disrespectful to adults will be subject to probation, suspension and/or may include dismissal.
- Any student in possession of or under the influence of tobacco, alcoholic beverages, or illegal drugs will be subject to severe consequences, including expulsion.
- Any student in possession of any type of weapon will be subject to severe consequences, up to and including expulsion.
  
- **Cell Phone and Smartwatch Policy**  
Cell phones, smart watches or any communication devices must always remain in the student backpack. Disciplinary action will be taken if a student is caught with any of these devices outside of their backpacks at any time during school hours. Students in violation will be sent home for the day. If there is a second violation, the matter will be turned over to the headmaster.
- **Academic Integrity**  
It is our goal that each Victory Preparatory student model academic integrity. Academic cheating (which includes the use of AI) is the attempt to obtain information, knowledge, or material from any other source and submit it as one's own work. This can be done either by giving or receiving information for homework, classroom assignments, or tests. Cheating in any form is not in keeping with expected moral, ethical, or spiritual values. Academic integrity is an attitude that values honesty above grades, friendship, social acceptance, and peer pressure. Cheating may result in one or more of the following consequences: a parent/teacher/student conference; in-school suspension; expulsion from the school for the remainder of the academic year; or other discipline determined appropriate by the administration. Any such assignment will receive a grade of "0"  
Violations noted above will result in disciplinary action. Repeated and/or serious offenses may result in disciplinary action up to and including suspension or expulsion. Each disciplinary referral to the office will be documented and parents will be notified. Note that the violations listed above are examples. Victory Preparatory reserves the right to take disciplinary action that it deems appropriate for any behavior that it believes is inappropriate.

## **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 child'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 help 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



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## 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’t’s”) and give brief explanations
- Respond in a calm but firm manner, indicating what is expected from the child and what choices the child has to make
- Help the child to realize the consequences of his or her actions
- Follow through with consequences

## Discipline Plan

### **Classroom rules include:**

- Follow all directions
- Be in your seat, on time, with all supplies
- Keep hands, feet, books, and objects to yourself
- Receive permission before speaking
- Respect each other in speech and conduct
- 

### **A student will be sent immediately to the principal if that student:**

- Fights or threatens to fight
- Damages or destruction of property
- Refuses to work; or
- Engages in behavior that keep students from learning.
- Threatens another student or staff member

### **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 ensures compliance with all minimum standards with the exception of those standards identified for specific types of child-care programs or activities we do not offer. Parents are encouraged to view the Minimum Standards with either the Director or Assistant Director of Victory Prep 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).



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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. 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 Child Care Licensing Office. The licensing office contact information can be found:

Child Care 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



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- 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 staff. (A)
- Children will be relocated to the designated safe area or alternate shelter by walking in a line both led by and followed by a staff member. (B)
- 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). 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 will use away from the center as needed is Mt. Olive Baptist Church, 8795 S FM 148, Scurry, TX 75158.
- Victory Prep 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 preparedness**

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



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- 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 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 led 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 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 class, 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 which 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 led 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 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 alternate shelter. (E)

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

- In the event of a medical emergency, we will institute the following procedures... modified shelter-in-place with evacuation of critical areas, 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 area. (A) In the event of a medical emergency, Victory Prep will use a modified shelter-in-place plan, with all unaffected remaining in their classrooms with the door closed, and away from windows.



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- 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 led 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 is 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 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 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 safe 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 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 building.
- Essential Documentation 746.5202 (3) An emergency procedures notebook is kept in the reception area of the school 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 member's 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 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)



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- 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 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 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 an intruder with a weapon, fire or explosion, or chemical spill.**
- In the event of an intruder with a 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 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 led 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 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)



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- Victory Prep 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 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 and 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 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 led and followed by a staff member. (B)



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- 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.
- Emergency evacuation and relocation diagrams are posted in each classroom. (c), (b)
- Victory Prep 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 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 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.
- Emergency evacuation and relocation diagrams are posted in each classroom. (C), 746.5207 (b)
- Victory Prep 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 building. (B)



# VICTORY PREPARATORY

- 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 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 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 area by walking in a line both led 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 is 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 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 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 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)



# VICTORY PREPARATORY

- 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.