



# **Parent's Guide**

**2019-2020**

*Revised July 2019*

# IN CASE OF EMERGENCY

## SPRINGBOK EVACUATION PLAN

### IN CASE OF THE FOLLOWING EMERGENCIES:

**FIRE OR OTHER DISASTER:** Springbok Academy students and teachers will be evacuated to the neighboring church—First Christian Church. 1203 Fulton, Denton, TX 76201 940-566-4990

**LOCK-DOWN SITUATION:** Springbok Academy administrators will lock all doors and keep everyone inside, away from doors and windows. We will contact parents via email and/or phone.

**NO ELECTRICITY OR WATER FOR MORE THAN 1 HOUR:** We will close the school. Parent will be notified by email and/or phone.

# FIREARM POLICY

Firearms, hunting knives, bows and arrows and other weapons are prohibited on the Springbok Academy premises unless carried by a law enforcement official trained and certified to carry a firearm on duty. All others--including parents, employees and service workers--are banned from carrying firearms.

# GANG-FREE ZONE POLICY

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

## PEST CONTROL NOTIFICATION

Springbok Academy periodically applies pesticides. Information concerning these applications may be obtained from: Safeguard Pest Control at 940-218-1491.

**Springbok Academy is open Monday through Friday 7:00 am – 6:00 pm.**

# LICENSING INFORMATION

Our goal is to work cooperatively with parents to provide the strongest possible early childhood experience.

We enjoy being a resource for parents, and welcome opportunities to share information and ideas.

Parents who have concerns or suggestions are encouraged to share them as soon as possible. Please speak directly with your child's teacher or caregiver, if he/she is available. If you wish, you may speak directly to the Director when she is available or make an appointment to speak with her. Each evening there is a "closing" faculty member, and you may also share your concerns with him/her.

Parents may view the most recent state licensing report at any time—it's posted on the Parent Bulletin Board. You may also read the state's Minimum Standards for Child Care Centers, contact the local PRS Licensing office, call the PRS Abuse Hotline at 1-800252-5400, or visit the Child Care Licensing website at any time: <https://www.dfps.state.tx.us>. Ask the Director or Assistant Director if you need assistance.

All employees are required to have 24 hours of annual training including SIDS and Shaken Baby and Abuse and Neglect training.

Springbok Academy promotes awareness for prevention techniques for child abuse and neglect via email by providing links to local community organizations and pertinent websites.

# OUR PHILOSOPHY & MISSION STATEMENT

## **Our Philosophy**

Children thrive when they are stimulated and challenged. Because children are naturally curious and dynamic, we believe the best way to achieve their highest potential is by creating opportunities for learning in a consistent and nurturing environment. Springbok Academy builds on a child's natural curiosity and dynamism to achieve each child's full potential while building self-esteem through success.

## **Our Mission**

Springbok Academy is designed to provide fun opportunities for learning while consistently building self-esteem. We prize children's curiosity and dynamic attitude, and we are committed to helping parents find the most effective ways to meet their children's learning potential in a safe, clean and nurturing atmosphere.

# POLICIES

We strive to give your child as much nurturing and individual attention as is possible within a group setting. All our policies are designed to provide the best community possible for your child.

Springbok Academy holds your child's safety and security as our paramount concerns. We follow all state guidelines for licensing by the Department of Protective and Regulatory Services. Additional policies have been developed with your child in mind. Direct communication is important; therefore, we welcome any questions or feedback about our policies.

**Receipt of this Guide and enrollment in Springbok Academy implies acceptance of all policies.**

An annual policy review takes place in June or July, with updated information published by mid-August. If a policy change occurs during the academic year parents will be notified via a parent letter or our email system. This includes, but is not limited to, changes in tuition and fees

Parents are welcome to discuss any policy changes with the Director.

# SCHOOL VISITS

Parents are welcome to visit their children and the school at any time. If you would like to eat lunch with your child, please notify us in advance so that we may prepare a "big person" plate.

## **Class Parties**

Each class will have scheduled holiday parties. Parents may bring snacks/treats for their child's class, but participation is optional. Parents and grand-parents are always welcome at class parties.

## **Birthdays**

Parents are welcome to bring cupcakes, muffins or another treat for their child's class for his/her birthday. If you are planning a party outside of school, we can distribute invitations only when the entire class is invited. Otherwise, you should plan to mail the invitations.

Please be mindful that some children have life-threatening food allergies. Please do not bring snacks that contain **nuts** or **peanuts**.

*Springbok Academy provides a quiet place for nursing mothers to breastfeed. Please feel free to come breastfeed your baby during the day.*

# THINGS TO BRING

Parents must provide a change of clothes for their child/ren. You may leave a change of weather-appropriate clothing in the child's cubby or the clothes may be in a bag that is carried back and forth daily.

Blankets and safe stuffed animals are acceptable as long as they are permanently marked. Generally, we do not encourage children to bring toys to school. While we do our best to assure that what comes to school with your child also goes home, we cannot be totally responsible for things children bring to school. Please help us by limiting the items children bring and by helping them (and us) to remember what needs to go home. Children have cubbies labeled with their names, and such items need to be stored there. All jackets, cups, lunch boxes, etc., need to be marked with the child's name.

Pre-K and Kindergarteners will be asked to bring school supplies from a specified list.

Because Springbok Academy provides all meals and snacks, parents are not required to send any food, formula, or milk for their child/ren. (Exceptions will be for special dietary requirements—see above.) Infants must have diapers and wipes. Teachers will notify parents when these need replacing.

## Diaper/Wipe Fee

Parents will be informed via Tadpoles no later than the day prior to their child/ren needing diapers and/or wipes. If Springbok diapers are used, a fee of \$2.00 per diaper or a flat fee of \$2.00 for a package of wipes will be charged.

# ADMISSION INFORMATION

Springbok Academy is open to all children on a space-available basis. We do not discriminate on the basis of gender, race, color, creed, or physical ability. We prize individual differences and celebrate diversity of all kinds.

## Application Packet

Each child shall have on file the following:

- Enrollment Form
- Immunization Record/ Exemption From Immunizations for Reasons of Conscience Affidavit
- Authorized Release/Emergency Information Forms
- Photo Image Release Form
- Tuition Agreement
- Health Statements
- Vision & Hearing Results (*for all children 4 or older by September 1*)
- CACFP Paperwork

Any changes in enrollment status must be requested **in writing** to the Director **one month prior** to the suggested change. This includes reducing or expanding days enrolled, as well as terminating enrollment. Parents who choose to leave without notice are still financially obligated to fulfill a minimum of one month's notice. Additionally, late fees, processing fees, and any court fees may apply.

If for any reason we determine that Springbok Academy cannot adequately meet your child's needs, or that your child is not a good fit for Springbok, the Director retains the right to request you find alternate care.

## TUITION AND FEES

There is a one-time, non-refundable enrollment fee of \$100.00 (for two or more children, there is a \$150.00 family fee). An annual activity fee of \$125.00 is due each January, and will cover some supplies. Parents of children not yet potty trained must provide diapers and wipes.

Every family enrolling as of August 19, 2019, will owe a deposit equal to two weeks' tuition per child. This deposit will apply to the final two weeks of care.

### **TUTION RATES** (*Effective August 1, 2019*)

12 weeks to 13 months	\$235.00 per week
13 months to 23 months	\$215.00 per week
2 years to 3 years	\$200.00 per week
3 years to Kindergarten	\$185.00 per week

**TUITION RATE CHANGES GO INTO EFFECT THE FIRST MONDAY AFTER THE CHILD'S BIRTHDAY.**

**Multiple-Child Discount:** The cost of the youngest child's tuition is paid in full. Siblings pay a 10% discount off the oldest child's tuition.

Springbok Academy accepts Visa, Amex, and MasterCard for payment. Automated payments may be set up through by filling out an ACH draft form. Payments may be made weekly, monthly, or quarterly. Credit and debit card payments carry a 4% fee, which is figured automatically. Returned check or ACH drafts are subject to a \$30 fee. Two returned checks/ACH drafts will result in a "cash only" status.

## SLEEPING ARRANGEMENTS

Infants not yet walking will be assigned a crib. This crib will be used exclusively for that baby and the linens will be laundered and the crib sanitized regularly.

All children who are walking and/or who are over 1 year of age, must bring a cloth mat and will be assigned a sleeping location. This mat will be used exclusively by your child. Children of this age may also bring a blanket and/or a sleeping toy. All personal belongings must be permanently marked with the child's first name and last name.

All children 12 months and older must provide their own cloth sleeping mat. Springbok Academy will provide a plastic bag for mat storage, but all mats must be taken home and laundered weekly. Children who have an accident on their mats will need to take their mat home to be laundered that day. Please return the clean mat the following day. If the mat is not returned, the child will be provided with a plastic mat and a blanket. This is a temporary arrangement only.

As with all belongings, the mat must be clearly marked with the child's name.

## The School Day

We begin each day with Circle Time. Students will learn songs, finger plays, and stories in the morning circle.

Structured activities follow Circle Time. It is very important for Kindergarten and Pre-K students to arrive by 8:45 each morning. **Students may not be dropped off after 10:00 am without a doctor's note.** Students will be exposed to different units regularly depending on the class. Information about unit themes and activities is always available for parents.

Weather permitting; children spend time each morning on the playground.

After lunch, all children will have a rest period. Depending on the age and specific needs of your child, this may be from one to two hours. All students must bring their own cloth mat. Naptime is followed by afternoon snack.

Afternoon activities include station exploration, games and puzzles, free play and—occasionally—age-appropriate videos. Children will also have outdoor playtime.

Station exploration varies in each classroom, but may include utilizing the puppet stage, the music station or book nook, the dress-up trunk, the science/animal area, or the computer center. Students may be self-directed in many activities.

Parents are kept informed through at least one of the following ways: automated daily reports, written notes, or emails.

## Payment Plans:

**Weekly** tuition payment is due each Monday by 6:00 pm. All payments made after that time must carry a \$10.00 per day late fee.

**Monthly** tuition payment is due by 6:00 pm on the first Monday of the month. All payments made after that time must carry a \$10.00 per day late fee.

**Quarterly** tuition payments receive a 5% discount and are available only for children enrolled full time. (Any vacation within a quarter is computed by half the non-discounted price.) Payment is due on the first Friday of each quarter.

## Springbok Academy closes at 6:00 pm daily

There is a 5-minute grace period from 6:00-6:05 pm. From 6:06-6:10 pm, there is a late fee of \$10.00. At 6:11 pm, the late fee becomes \$1.00 per minute payable to the teacher on duty at the time of pickup. If you are going to be late a phone call is required.

If a child is left 30 minutes or more without communication from a parent or authorized pick-up, CPS/Denton Police will be notified.

## Vacation Policy

After six months of attendance, each child is eligible for 2 weeks of vacation per calendar year at half-tuition. (During these weeks, of course, the child cannot be in attendance.) The Director must be notified in writing at least one week prior to the vacation in order for you to be eligible for the rate reduction. Reduction of enrollment (see below) means remaining vacation time is forfeited for the year.

## Part-Time Enrollment

Springbok Academy can occasionally accommodate parents who need only part-time care for their children. This is on a space-available, and case-by-case basis. **Part-time accommodation does not extend to switching days. If you add a day, you must pay for the additional day.**

Parents requesting part-time status for **summer month only** may do so under the following conditions:

- Request for part-time status must be made in writing by April 1.
- For budgeting and staffing purposes, requests made after this date may not be accommodated.
- All remaining vacation time if forfeited for the year.
- The request cannot include switching days. If a day is added, it will be charged at the daily rate.

## PART-TIME TUITION RATES *(effective August 1, 2019)*

	<u>2 Days</u>	<u>3 Days</u>	<u>Drop-in</u>
12 weeks to 13 months	N/A	\$160/week	\$65/day
13 months to 23 months	N/A	\$150/week	\$60/day
2 years	\$105	\$140/week	\$55/day
3 years to Kindergarten	\$100	\$130 /week	\$55/day
Big Bok Camp	<i>Pricing available in March of each year</i>		

## Diaper/Wipe Fee

Parents will be informed via Tadpoles no later than the day prior to their child/ren needing diapers and/or wipes. If Springbok diapers are used, a fee of \$2.00 per diaper or a flat fee of \$2.00 for a package of wipes will be charged.

# DAILY SCHEDULES AND ACTIVITIES

Breakfast is served from 7:30am -8:30 am. Please have your child eat if he/she will be arriving after 8:30 am.

Springbok Academy participates in a FEDERAL food program. Therefore, all students will be served breakfast, lunch and an afternoon snack. All menus will be posted in the dining room and are sent to the parents in our weekly e-newsletter. All meals are nutritious and are varied so that children will have experiences of different foods and so they don't become bored. If your child has a favorite recipe, please feel free to share it with us or to ask for our recipe for a meal your child particularly enjoys.

**If parents choose to send a child's meal/s or snack, they must conform to USDA guidelines** and have an ice pack, when necessary. We do not have refrigerator space for lunches.

USDA approved meals contain the following:

Breakfast: a grain, a fruit, milk

Lunch: a grain, a protein, a fruit, a vegetable, milk

Snack: must contain 2 of the following-- a grain, a protein, a fruit, a vegetable

Parents may opt to have their child drink the milk provided by school.

If the meal/snack you send does not conform to USDA guidelines, we will also serve the school-provided food for that meal.

Please inform us of any special dietary needs and/or allergies your child might have. According to state guidelines, special diets or allergy restrictions require a physician's directive. We make every effort to accommodate special diets; however, parents may be asked to provide special foods for their child. Springbok Academy is a peanut-free environment. Springbok Academy serves whole milk, 1% milk or Lactaid.



# A WORD ABOUT PLAY

Springbok Academy is dedicated to the principle of well-rounded learning. While we believe that structured activities provide a foundation for future learning, we cannot diminish the significance of play in a child's life.

Experts agree that children learn by playing. Through play, children learn self-direction and decision-making skills, as well as the skills of sharing and taking turns.

Children at Springbok Academy will be given ample playtime and daily opportunities to choose their own activities. Whether it's baking a pretend cake or feeding a real gerbil, children will be learning about their world.

During warm months, Springbok may schedule Splash Days. Wading pools and squirt toys all may be part of the fun. During these activities, we will follow all specifications found within the State Minimum Standards guide.

It is the policy of Springbok Academy not to take field trips. The only exception to this is the "field trip" to the adjacent property. Parents will be asked to sign permission slips so that their children may participate in "field" activities. Students enrolled in Camp Big Bok will also take field trips and will be asked to sign the appropriate releases.

Learning about the world around us includes lots of explorations. At various times during the school year, your child's class may have a classroom pet. These animals will follow the state's Minimum Standards for acceptable animals. Springbok Academy students may share in the fun of ownership of school pets—fish, gerbils, hamsters, lizards, rabbits, etc.

Weather permitting; every child under the care of Springbok Academy has outside activities each day. All walking infants must be in hard-soled shoes for outdoor play.

# ATTENDANCE

Springbok Academy's hours are 7:00 am – 6:00 pm, Monday through Friday. Children are expected to attend on the days they are enrolled. The school should be advised of absence or expected tardiness before 9:00 am. Breakfast is served from 7:30 am – 8:30 am only. The regular school day begins at **9:00 am**. Because Springbok is also an academic learning center, all children should be in place by 9:00 am in order to facilitate the orderly process of learning. **No children may be dropped off after 10:00 am without a doctor's note.**

Tuition is due regardless of a child's attendance.

Any child absent for more than one week without the Director having been notified in a timely manner may be considered dropped from enrollment. Readmission will then be on a space available basis. Parents who choose to leave without notice are still financially obligated to fulfill the months' notice. Additionally, late fees, processing fees, and any court fees may apply.

## School Closings

Springbok Academy follows the decisions made by the Denton Independent Schools with regard to bad-weather closings. Please check with local news agencies for DISD closings and late openings. Please call our voice mail (940-381-1861) after 6:00 am, for clarification. Such closings do not affect tuition rates.

If DISD chooses to have an inclement weather make-up day on a day that Springbok Academy is scheduled to be closed, it is at the discretion of the Director whether Springbok will be opened on the adjusted day. Timely notification of our decision will be made to all parents.

# HOLIDAYS

Springbok Academy follows the traditional Judeo-Christian calendar. We discuss both the secular and religious meaning of holidays throughout the year. If your family celebrates special days or different holidays, please let the Director know. It is important for children to learn all about and to respect all cultures. We hope to set that example.

**Springbok Academy will be closed the following days:**

New Year’s Day	July 4 <sup>th</sup>	Christmas Eve
MLK Day	Labor Day	Christmas Day
Good Friday	Thanksgiving Day	New Year’s Eve
Memorial Day	(and the following Friday)	
(and the Friday before)		

These days are paid holidays for eligible staff and are calculated into weekly tuition. Therefore, if your child is enrolled for one of the days on which a holiday falls, full tuition must be paid.

Holidays that occur during the week will be observed by Springbok the prior Friday or the following Monday.

Families, may, of course, take off for religious holidays or special days not represent above; however, full tuition will be charged unless applicable vacation time is used.

If your child is enrolled on a day Springbok is closed, you may not switch to another day unless you determine that space is available. The age-appropriate drop-in fees will apply.

# DISCIPLINE AND GUIDENCE

Springbok Academy uses positive methods for minimizing disruptive behavior. At no time will corporal punishment, humiliating language, or embarrassing activities be utilized. Our goal will be for children to begin to learn self-control. We believe we best accomplish this by increasing the child’s decision-making opportunities and building his/her self-esteem.

Teachers will explain how and why a particular behavior is negatively impacting others. The, the student will be given choices in order to reinforce his/her self-reliance. Separation from the group or activity (“time out”) will be utilized only when other options have been exhausted.

We always work cooperatively with parents to understand and assist with consistency disruptive behavior. We expect, in return, that parents will reinforce consequences, address unacceptable behavior and will work cooperatively with teachers to help with behavioral issues. If at any time, the fit between Springbok and a child does not seem positive, we reserve the right to ask that child to leave.

**Biting Policy**

Any child who bites a fellow student (or teacher) **4 times in one week or 8 times in a calendar month**, will be asked to stay home for **7 consecutive days** before returning to school. (This will be calculated going by calendar month to month.)

# RELEASE OF CHILDREN

The Authorized Release List provides essential help for us to protect your child. Anyone authorized by you to pick up your child/ren must appear on this list.

We ask for the person's complete name, some identification reference (i.e. Driver's license, Social Security Number, etc.) and a recent photograph or a clear photocopy of a photograph. Your child will not be released to anyone who does not appear on this list or who cannot properly identify him/herself at the school. Please explain the importance of this policy to those on your list and ask that they be prepared to show our staff identification consistent with that which you have given us.

You may add or delete persons to your list by providing required information with a written note authorizing the replacement/addition/subtraction. Only a parent or guardian can authorize pick-up and release of children.

We do not give out information about the identities of our students. If you have sole custody of your child, or if there is other pertinent information, please give us copies of the appropriate paperwork/details upon enrollment.

# HEALTH AND SAFETY

## **Immunizations**

Each parent must provide accurate and up-to-date immunization records with each child's application form and enrollment fee prior to the child's first day of school at Springbok Academy. Immunization updates must be provided in a timely manner according to the required schedule. *Springbok Academy does not require its employees to show proof of vaccinations.*

## **Health Statements**

All children must have on file the required Health Statement Form.

## **Illness and Injury**

State regulations state that a child may not be kept at the school if there is a temperature present of 101.0° or greater, or if there are "behaviors and signs of possible severe illness." A child who has had a communicable illness must have a physician's endorsement to return to school.

Please keep your child at home if he/she has:

- Fever over 101° with other symptoms
- Erratic or uncontrolled breathing
- Uncontrolled vomiting or diarrhea (2 or more times in the past 24 hours)
- Rash with a fever
- Mouth sores
- Lice (child/ren must be nit free to return to school)
- Chicken pox

When a child becomes ill while at school, every effort will be made to separate him/her from other children and his/her parents will be notified for pickup. Children must be picked up as soon as possible, but they must be gone within 1 hour of notification.

Children may return to school only after being fever free—without fever reducer and without symptoms—for 24 hours.

In case of the onset of a critical illness, serious injury, fire, or natural disaster, the child's parents and physician may be contacted and an emergency vehicle may be called. More information and a release so that we may seek treatment is found on the Emergency Information form in the enrollment packet. If applicable, Child Care Licensing will also be notified.

Minor injuries or "boo-boos" will be recorded via a Tadpole Incident Report Form. This form specifies the injury, how and when the accident happened, and what treatment/attention was given.

### **Medications**

Medication can be given only as specified by parents on the preprinted "Medication Authorization" form. Please make sure that your directions are consistent with those on the label. We will only administer medications presented in their original bottles. This form must be filled out for all medications—OTC as well as those prescribed by a doctor.

We must have a form for each medication. Medications can only be given at the times specified on the form.

Our staff can administer breathing treatments to children with proper paperwork and parental authorization. Parents must provide all nebulizer components, medication, and the compressor. All pieces must be labeled with your child's name. No more than 2 treatments per child can be administered on any given day.

### **Vision and Hearing Screening**

All children over the age of 4 must have annual vision and hearing screening and shall provide a copy of the results in a timely manner.

## **GENERAL SAFETY**

Springbok Academy is equipped with an off-site fire monitoring system. This hard-wired system gives both the school and the fire department immediate notification of any problem. In addition to many fire extinguishers located throughout the building, we also post and practice our evacuation plan.

Springbok Academy is required to notify you of the following:

- *That any child is injured and requires medical attention*
- *That any child has signs or symptoms requiring exclusion from the school*
- *That any child has been placed in danger by a caregiver*
- *That the school has been in an unsafe situation such as fire, flood or severe weather*
- *That a child or staff member has contracted a communicable disease, which would require us to contact the Texas Department of Health. We will close if the Health Department requires us to close for health-related circumstances.*
- *That there has been an outbreak of lice*

All play equipment and toys are chosen with safety in mind. Our staff makes regular evaluation of all equipment and toys, but if you ever see something that is of concern to you, please notify a staff member immediately.

All staff members at Springbok Academy have regular training in basic first aid and CPR, as well as how to recognize the signs and symptoms of sexual abuse and neglect.

All infants under 12 months and not walking are required to sleep in a crib or play yard with a firm mattress and tight fitting sheet. Infants may not sleep in a restrictive device and will be moved to their crib if fallen asleep in one. Infants not able to turn over on their own must be placed in a face-up position unless you have a completed Sleep Exception Form signed by a health care professional. Infants must not have their heads, faces, or cribs covered by items such as blankets, linens, or clothing at any time.