



Parent Policies

Our goal at BridgePoint Academy is to meet the emotional, social physical and intellectual needs of all our children in a safe, healthy and loving environment. Meeting these needs also leads to the development of desirable dispositions and attitudes, skills and processes, and the knowledge and understanding that will help children be the best they can be.

BridgePoint Academy is licensed as a child development center in the state of Texas. A copy of our license is posted in the front lobby.

BridgePoint Academy does not discriminate on the basis of religion, race, national origin, color or sex.

CURRICULUM

BridgePoint Academy is a theme based center. Our goal is to meet the needs of each child through hands-on learning experiences and thematic based units. The curriculum is designed to foster development in the cognitive, physical and social-emotional areas through daily active learning opportunities.

ENROLLMENT

In order for a child to attend BPA, all required enrollment forms must be complete and accompanied by required fees, before the first day of attendance. Enrollment forms are included in the admissions packet, along with a check list of required additional paperwork.

POLICY CHANGES AND NOTIFICATIONS

Please be aware that policies change over time and if such changes occur, you will be asked to re-read the policy and sign a parent agreement once more. If you have any questions or concerns about the policies, please contact the Director to review or discuss any policy or procedure change. All notifications are sent via email and with a 30 day notice.

HOURS OF OPERATION/HOLIDAYS

The hours of operation for BridgePoint Academy are Monday through Fridays from 6:30 am to 6:30 pm.

Holiday traditions are important for children, therefore BPA will be closed on the following holidays during the school year:

- New Year's Eve (Early Closure) & New Year's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day/Thursday & Friday (Wed. early closure)
- Christmas Eve & Christmas Day

***Note; If a Holiday falls on a Saturday or Sunday, BPA will be closed on Friday or Monday of the closest day of that holiday.**

FEE POLICY/LATE FEE/DELINQUENT ACCOUNTS

Tuition fees are due and payable on the Monday of the week students are to attend. Tuition is considered late if it is received by the close of business day Tuesday, of the week of your child's attendance. A \$10 late fee charge will be assessed **each day** the account is delinquent, absolutely **NO EXCEPTIONS**. Forms of payment may be in check, cash, money order or credit card. You also have the option of filling out a credit card authorization form where BPA will automatically charge your credit card weekly or monthly.

****A \$2 processing fee will be added to all credit card payments, including automatic charge.***

*****All fees are subject to change with a proper 30-day notice.***

******There is a \$35 charge for all returned checks.***

Full tuition is required regardless of days missed due to illness, vacation, school holidays, weather conditions, half weeks or any absences.

BridgePoint Academy closes at 6:30 pm. Parents, please be advised that the late pick up fee charge is \$10 for the first 1-5 minutes and \$1.00 each additional minute. We must receive advance notification if you will be late to pick up your child. After 7:00 pm we are obligated to contact the local authorities if we have not received advanced notification of late pick up and pick up time.

Late fees apply to students who are on early pick-up schedules as well.

Early Drop off fees also apply. No make-up time can be combined for early pick up & late drop off.

All fees given to BPA are non-refundable. No Material Fees or Registration fees are refundable, even if you decide not to attend BPA at the last minute.

After a week of non payment your child may NOT return to BPA until full payment along with late fees are received.

Tuition contracts are set according to the program you have enrolled your child in, and that are available at that time. If you wish to change to a different program, you must give a written two (2) week notice to the front office. If you decide to change your program again, you will not be allowed to do so for 90 days (3 months) of your change. If you decide to change back to your previous program and it is not available, we will add you to the waiting list, until that program becomes available again. ***Absolutely NO EXCEPTIONS!***

VACATIONS

Half (50%) tuition is due when a child is absent for a full week, due to vacation or illness (a doctor's note is required) **note: This can only be done twice in a year, from date of enrollment. Any other weeks missed within the year, are to be paid in full to secure weekly enrollment.*

IMMUNIZATION AND TUBERCULIN (TB) REQUIREMENTS

Each child enrolled or admitted to BridgePoint Academy must meet applicable immunization requirements, specified by the Texas Health Department. This requirement applies to all children in care from birth to 12 years of age. All immunizations required for the child's age, must be completed by the date of admission. A copy of the immunization records must be given to BPA.

The Health Department requires that all children be properly immunized. In order for your child to have continued attendance at BPA, we require the proper medical forms. At this time Brazoria County does not require Tuberculin (TB) testing for children in school settings.

If you choose not to immunize your child, you must obtain an affidavit from the *Texas Department of State Health Services*, and/or any other documentation required from the state, as set by the state of Texas. You must also sign a waiver, where you understand and acknowledge, that BPA is NOT responsible for illness nor sicknesses your child has contracted and/or been exposed to.

VISION AND HEARING SCREENING

All children 4 years or older must have a vision and hearing screening on file with BPA within 120 days of admission.

HEALTH AND ILLNESSES

1. For the protection of all the children, if a child is ill with a communicable condition (sore throat, conjunctivitis (pink eye), chicken pox, vomiting, diarrhea, fever, difficulty breathing, stiff neck, unusually dark urine, Pediculosis (head lice), etc... Attendance must be discontinued until the child is symptom free for 24 hours, or a valid doctor's note is obtained with detailed specifications that your child is symptom free and/or not exposing any other children to illnesses.
2. Children with obvious symptoms will be sent home and will **not be allowed to return until they have been symptom free for 24 hours** or have a doctor's note to return before.
3. If a child becomes ill at school (i.e. fever above 100.4, vomiting, etc.) a parent will be promptly notified and the child will need to be picked up within the hour. If a parent fails to pick their child up within the hour, the next person on their emergency contact will be notified for pick up. If no other person can be contacted to pick up a sick child, the Department of Family Protective Services will be notified (DFPS)
4. Parents are responsible for keeping emergency contact information, such as phone numbers and alternate contacts, up to date.
5. Each child must have a physical examination by a physician prior to admission into the program. In addition, all immunizations must be kept current.
6. These policies also apply to all staff. A TB test is not required by the city of Pearland; however employees are required to have a medical statement from their doctor that they are free of communicable diseases.

MEDICATION

1. Prescription medication to be administered during the hours of childcare **must be labeled and in the original container**. The medication must be accompanied by written instructions from the prescribing physician. Parents must sign an authorization form and include times for BridgePoint Academy to administer medication according to pharmacy instructions.
2. **No over the counter medication** will be administered. ****THIS INCLUDES TYLENOL*** (unless it is accompanied by a doctor's note, that specifies why this child requires this medication)
3. The only exceptions to the above are for sunscreen during the summer months and diaper cream for children with diapers. (written consent only)

ALLERGIES

If your child has allergies to certain foods, insect bites, and or any other item, please make sure they are listed on the enrollment forms. At BridgePoint Academy we use a variety of food items for hands-on learning experiences, and if your child is unable to participate, teachers can plan to substitute the food item or move your child to another classroom for that required lesson.

****We Are A Peanut Free School!***

ACCIDENTS & EMERGENCY MEDICAL TREATMENT

1. Parents are required to keep all emergency phone numbers up to date in case of an emergency
2. In the case of a **minor emergency** BridgePoint Academy will administer first aid, according to training and experience. BPA will contact a parent immediately if it is necessary.
3. In the case of a **serious accident** or the need for emergency medical treatment BPA will:
 - A. Administer first aid, if possible.
 - B. Call an ambulance to transport the child to the Emergency room.
 - C. Call a parent (or emergency contact if a parent cannot be reached)
 - D. Stay with the injured child until an appointed contact person arrives.
4. In all cases of accident or injury, BPA will fill out an accident report for, which will be signed by both BPA and the parent of the child involved. All serious accident reports are sent to DFPS Child Care Licensing for evaluation.
5. A copy of our Liability Insurance is on file at the school and will be provided upon parent request.
6. *All Staff members are CPR & First Aid Certified.*

HYGIENE AND HEALTH CHECKS

Children will be encouraged to learn good hygiene habits. Children will be guided by teachers to wash hands with soap and water before and after meals & snacks, after using the toilet, before engaging in any cooking activity, after coming in from playtime or water play and anytime the teachers feel it necessary.

All children are visually inspected at time of arrival. If any noticeable marks are visible, a health check report will be filled out for the parent and/or person dropping off to sign. If the need arises BridgePoint Academy will photograph a child with any noticeable marks and or scratches.

CHILD DROP OFF/RELEASE

1. When dropping off children **DO NOT leave children at the door**, parents are required to drop children off in the classroom.
2. Children will only be released to an adult, age 18 or older. Please do not send a child under the age of 18 to the door to escort siblings to the car.
3. Children are to be signed in & out so that all staff members are aware of children in care.
4. When dropping off or picking up your child, please be prompt and mindful of those parents waiting under the carport for you to pull up, so they may exit on time.
5. Please do not engage in child concerns nor personal conversations with teachers, as not to disrupt the classroom and their daily routines.

DISCIPLINE, GUIDANCE AND TEACHER TRAINING

BridgePoint Academy is trained at guiding and taking behavioral situations in a positive direction. We believe that every child should learn from their mistakes and be taught how to handle themselves in situations properly. Appropriate behavior will be highly praised.

Inappropriate behavior such as biting, hitting, scratching, kicking, pinching, spitting and profanity will NOT be tolerated. We praise positive attitudes, re-direct and use “thinking time” which is a procedure that involves placing the child away from the group to give them time to think about what they have done. Incident reports will be filled out for each inappropriate behavior, and parents will be notified and asked to sign and acknowledge. If inappropriate behavior continues, after 3 incident reports, a conference will be held with the Director and the child’s parent to discuss the inappropriate behavior and provide the best possible resolution.

If the child’s behavior does not improve after the conferencing and making changes, for the safety and welfare of all children, BridgePoint Academy reserves the right to suspend (where all fees are still required) and/or withdraw the child from the school.

In accordance with BridgePoint Academy and State Regulations, the following apply:

1. Children shall not be subjected to discipline which is severe, humiliating or frightening.
2. Discipline shall not be associated with food, rest or toileting.
3. Spanking or any other form of physical punishment is prohibited.

All teachers are required to complete 24 clock hours of annual training, which includes discipline and guidance and methods for increasing awareness of the prevention of child abuse and neglect.

Any child heard talking about guns, swords, or any other means of hurting a child in the care of BPA, will be removed from class and a parent will be notified to pick their child up within the hour. BPA will NOT tolerate this type of misbehavior at any time nor allow any other child to be exposed to such behavior from another child.

CAR SEAT REQUIREMENTS

Texas law requires all children to be properly restrained no matter where they are seated in the vehicle. Children through age 3 must be secured in a separate carrier (child safety seat) or in a vehicle manufacturer’s integrated child safety seat. For children ages 4 - 5, a separate carrier, an integrated child safety seat, or a safety belt may be used. If a safety belt does not fit the child correctly, a booster seat should be used to correctly position the lap and shoulder belts once they outgrow forward facing child safety seats (generally at about 40 pounds and 4 years old). Children from approximately 40-80 pounds and under 4’9” in height should ride in a booster seat.

Infants must ride rear-facing until they are at least one-year-old *and* weigh 20 pounds or more. Rear-facing, the infant should be semi-upright at an angle or no more than 45 degrees. A forward-facing older child should ride sitting upright.

Never place a child in a child safety seat in the front seat of a vehicle equipped with a passenger air bag. Always use the back seat.

Violation of the child restraint law carries a fine of \$60 and 3 points on the driving record.

BridgePoint Academy does NOT allow children to get into a car without a car seat. This is for the safety of your child and as for the law requires! No exceptions made. If a parent insists on taking a child without proper restraints, BPA will contact the local authorities.

PARENT INVOLVMENT AND CONCERNS

Parent involvement and concerns are important to the success and growth of your child's education. Parents are welcome to visit anytime during operating hours, for up to 30 minutes in a day. This is so not to disrupt the daily routine of those in the classroom who might have a hard time re-focusing. If you would like to have a conference with one of our teachers or staff members, please call or stop by the front office to make an appointment.

There are many opportunities throughout the school where parent involvement is needed. Written notice for volunteers during special occasions will be sent out at various times throughout the school year.

CUSTODY & VISITATION ISSUES

If there are custody or visitation issues to address, BridgePoint Academy must have a copy of any custody and/or visitation orders, or agreements in order to enforce them. BPA cannot deny a legal parent from picking up their child without a court order.

WITHDRAWAL NOTICE

There is a required two week notice to be given if you need to withdrawal your child from BridgePoint Academy. All fees apply for the last two weeks. No payments will be reimbursed. If you fail to pay fees, BPA will be forced to contact its business collection agency or lawyer associated with the school, in order to collect funds.

TRASPORATION AND FIELD TRIPS

1. If it is necessary to transport your child, all seat belt/car seat laws will be adhered to.
2. Parents must sign a Transportation Authorization Form for each child.
3. In the case that we will be going on a field trip, such as to the zoo, park or library, you will be notified ahead of time. A signed permission slip for the specific field trip will be required.

WATER ACTIVITIES

During the school year for learning purposes and during the hot summer months, BPA will occasionally participate in water activities (i.e. water table(s) and sprinkler play.) Please be aware that all water activities are monitored as per minimum standards and permission slips are to be signed beforehand. During sprinkler play, water shoes must be worn at all times and if your child is NOT potty trained, a swim diaper must be provided for use during this activity. Texas law requires additional staff to meet student ratio for water activities and we at BPA will follow these guidelines.

Please keep in mind that water shoes must be closed toe and Crocs and water sandals are **NOT** allowed. If you fail to bring your child the appropriate shoes and clothes for water play days, BPA will **NOT** call parents, and your child will be placed in another classroom for the duration of that activity.

MEALS & SNACKS

1. BridgePoint Academy will provide lunch to children 12 months and older, at no additional fee. If you do not wish for your child to have our school lunch, your child may bring his or her lunch. Tuition will **NOT** be discounted for lunches.
2. Breakfast will only be served until 8 a.m. **NO EXCEPTIONS!** If your child arrives after 8 a.m., you may **NOT** bring your child into the classroom with food from the outside. It is a distraction to the class and a.m. snack is provided during The 9 a.m. hour.
3. Each child will receive an a.m. & p.m. snack during his /her hours of care. Children are welcome to bring their own snack.
4. Please do not send your child with sodas, chewing gum, candy or sweets, as these items are not allowed at our school.
5. Infants 8 weeks to 1-year-old are required to bring their own meals and snacks. (Please see infant care)
6. Please remember we are a **PEANUT FREE school!!**

INFANT CARE AND BREASTFEEDING

Any mother who has a child that attends BPA is welcome to sit in our infant room and breastfeed her baby at anytime. All Infants (8 weeks to 12 months) are required to bring their own milk (formula or breast milk) in individual labeled bottles. All meals and snacks must be labeled in small containers for Infant feedings. All appropriate spoons, bowls and sippy-cups must be provided and labeled for feeding.

- Infant feeding requirements are provided to parents' separately upon registration to BPA.

FIRE DRILLS

Fire drills are conducted on a monthly basis. Children will be instructed as to why we have fire drills and what is expected of them during these times.

INCLEMENT WEATHER AND EMERGENCY PREPAREDNESS

Should local Public Schools close due to the weather conditions, BridgePoint Academy will also close. Listen to your T.V. or radio in the morning for information. If schools close during the day, parents should come for their child. We will do our best to inform you by telephone. Be sure to keep your phone numbers and all emergency contact numbers current. Emergency preparedness plans are posted in all exit doors. If the need to evacuate and relocate, all parents will be notified via email and phone.

If children need to be relocated, in case of an emergency, children will be transported by bus to New Harvest Church 12216 Broadway Street Pearland, Texas 77584. Once settled, all parents will be notified and will be permitted to pick up their child. All children able to walk will walk out to the parking lot, via evacuation route, and those who need assistance will be placed in our emergency evacuation cribs.

TOYS

Other than a soft doll or stuffed animal to sleep with, children should leave all toys at home. The toys and activities provided at BridgePoint Academy are carefully chosen to suit the ages of all the children in care. Toys and or articles from home are allowed on scheduled Show & Tell days.

No guns or swords are allowed at BPA.

MEDIA/LIBRARY

Children are exposed to a variety of books during their scheduled library times. The use of computers is a part of the media/library through group instruction. This time is used to teach basic computer skills. Computers are only available to children in the Endeavors through Pioneers class (3-School Age)

GANG FREE ZONE

Gang-Free Zone

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. The new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist the center in complying with the new law. This information will be posted at the center and copies will be provided to parents.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where prohibited gang-related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone please consult sections 71.028 and 71.029 of the Texas Penal Code.

How do parents know where a gang-free zone ends?

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

What is the purpose for gang-free zones?

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to determine certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does it mean for our center?

A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

What can we do?

As parents, we need to be aware of our surroundings and if we suspect a gang or drug related activity is occurring, please call 911

UNIFORMS

1. BridgePoint Academy is a uniform based school. All children 2 years and older, will wear uniforms with Khaki bottoms and Jeans on Fridays only.
2. In the interest of safety, sandals, flip-flops, jellies or crocs may not be worn to school. We recommend that all children wear sneakers.
3. To foster independence, parents are encouraged to purchase bottoms that the children can easily manipulate. Children must keep a complete change of clothing on hand at school for spills and other emergencies. These clothes should be labeled with your child's name (including socks and shoes). Getting "dirty" is a part of learning.
4. During the winter months, children should have an extra hat or sweater as well.

DIAPERS & TOILET TRAINING

Potty training can continue on at school, only if a parent is starting it at home. Potty training research shows that children, who stay dry longer than two hours at a time, are ready for potty training. During potty training your child will be taken every two hours (for no more than 10 min.), or when a child verbally lets us know or shows signs of wanting to go, by either holding themselves or squirming in their seats, before the two hours. Remember that every child is different and every one learns at their own pace. Please have plenty of extra clothes to change your child into, because accidents will happen. If your child continues to soil themselves before the two hours without warning, we can give the child a 1-2 week break and continue on again after the break. When children are being potty trained and if needed after, teachers will assist in wiping during toileting.

1. If a child requires diapers or disposable training pull-ups, the parent must provide an adequate supply. If a parent is notified and fails to supply diapers and training pull-ups, BPA will purchase the items needed and a charge to your account will be added, as well as a \$5 convenience fee.
2. Please note that we do not believe in pressuring a child during toilet training. Therefore, we must insist that parents provide an adequate supply of diapers or training pull-ups until the child is accident free at school for at least two full weeks.
3. If we feel your child is not ready to toilet train, BPA will not force a child. Children must keep a dry diaper for up to 2 hours to show signs of readiness.

NAPS

1. Children will be given the opportunity to take a scheduled nap during the day. (For those who apply to this)
2. Any child who does not take a nap after 30 min. will be allowed a quiet playtime instead. There will be books, puzzles, crayons and/or other materials that your child may be given during this time, but children must remain quiet.
3. Each child requires a different amount of sleep. If you prefer that an attempt be made to wake your child up after a given period of time, please let the teacher know.
4. If your child has a favorite naptime pal, such as a teddy bear or doll, it may be helpful if he/she brings it with him/her.
5. Each child must bring a blanket and a crib sized sheet to use while napping. Please label all blankets and sheets and remember to take the sheets home at the end of every week for cleaning.
6. If parents fail to bring a blanket for their child, please be aware that BPA does not have extra sheets or blankets to supply. This is for hygiene and allergy purposes.

BIRTHDAYS

Birthdays are important events and may be celebrated in the classroom if you wish. Please contact your child's teacher in advance before the celebration, to help in planning. No candles or balloons are allowed in the classroom. For health regulations, it is required that all food be store bought. Food may not be prepared at home.

HOLIDAY CELEBRATIONS

Holidays represent opportunities for young children to learn about the celebration various cultures observe. Certain holidays are recognized in the preschool, classroom in ways that are consistent with the individual program's curriculum and the age of the children. Examples include (but are not limited to) Halloween, Thanksgiving, Hanukkah, Christmas, Kwanza and Easter. The school staff, however recognizes, understands, and values other holidays which reflect the cultural diversity represented among our families. Teachers encourage all parents to propose the observance of additional holidays that reflect their family background and tradition. Such celebrations represent unique opportunities for children to experience and understand various cultural heritages.

PARENT VISITING

Parents are always welcome to our school at any time of the day. Please adhere to the following guidelines:

1. To help your child adjust to school, do not have an overly long goodbye or plan to visit the classroom. Your child will sense any feelings of apprehension on your part and react. The children are treated with a great deal of care and kindness by our staff members who are experienced in helping children deal with separation anxieties.
2. You may watch your own child's class through our on-line viewing, without your child noticing.
3. Classroom visits are welcomed and encouraged, with notice. Parents however may not just sit and observe. Parents should be prepared to interact with the classroom routine. Classroom visits cannot be longer than 30 min., unless it is a special occasion where parent are invited to the classroom.
4. Should your parent visit upset your child, please be prepared to take your child home with you.

MINIMUM STATE STANDARDS, DFPS AND ABUSE HOTLINE

Parents are welcome to review a copy of the minimum state standards and BridgePoint Academy's most recent licensing inspection report, located in our front office.

Parents are able to contact the local DFPS office at (713) 940-3009 or the Abuse hotline at (800) 252-5400

SPECIAL NEEDS

At this time BridgePoint Academy has no special training or adequate staff to handle children with special needs. Special needs will be considered on a case by case basis.

ONLINE VIEWING

BridgePoint Academy offers online viewing for parents to watch their children during school hours. After your child has enrolled at BPA, you will be allowed to create an account with our online viewing. Please keep in mind that only two emails per family will be allowed. Your online viewing registration, will only allow you to see the classroom in which your child is enrolled in.

**Policy Changes 1/2016*



Policies and Procedures Parent Agreement

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- *Media/Library
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- *Naps
- *Birthdays
- *Holiday Celebrations
- *Parent Visiting
- *Minimum Standards, DFPS and Abuse Hotline
- *Special Needs
- *Online viewing

I acknowledge that I have received and read a copy of the written operation policies for BridgePoint Academy. Please sign the form and return on or before the first day of your child's attendance.

Child's Name

Parent Signature & Date