



EAST TEXAS CHRISTIAN  
**ACADEMY**  
ACADEMICS · CHARACTER · EXCELLENCE

*Early  
Childhood  
Handbook*

2009-10

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## **Index**

	<u>Page</u>
Accidents .....	1
Admission Policy .....	1
Admission Procedures .....	1
Animals .....	2
Authorized Pick-up .....	2
Bedding for Naps .....	2
Communicable Diseases .....	2
Conferences .....	2
Discipline Policy .....	3
Dismissal Policy .....	3
Dispensing Medication .....	3
Dress Code .....	4
Emergency Drills and Procedures .....	4-5
Field Trips .....	5
Illness .....	6
Immunizations .....	6
Hours and Days of Operation .....	6
Insurance .....	6
Lice .....	7
Lost and Found .....	7
Medical Emergencies .....	7
Medical Records .....	7
PTF .....	7
Parental Involvement .....	8
Parent/School Agreement .....	8
Parties .....	8
Policy Changes .....	8
School Supplies .....	9
Snacks .....	9
Teacher Training .....	9
Toys .....	9
Water Activities .....	9



**- Important Numbers -**

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Beverly Anne McCorkle, Director

Office 903-561-8642  
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[www.etca.org](http://www.etca.org)

- Emergencies 911
- Poison Control 1-800-222-1212
- PRS Child Abuse Hotline 1-800-252-5400
- PRS website  
[www.tdprs.state.tx.us](http://www.tdprs.state.tx.us)
- Tyler Licensing Office 903-533-4162  
3303 Mineola Highway  
Tyler, Texas 75702

Dear Parents,

Welcome to East Texas Christian Academy Preschool! This handbook has been prepared to provide basic information concerning the school's educational philosophy and policies. Please read it carefully and completely, as it will help you and your child feel more comfortable in our "home." It will provide you with an understanding of how our days are structured to afford your child an enjoyable time at ETCA as well as a wonderful learning experience.

East Texas Christian Academy welcomes parents to visit the school any time during the regular hours of operation. We strive to always be available to answer questions; however, if help is needed with a specific concern about policies or procedures, please call for an appointment.

A copy of the minimum standards for the State of Texas is always available for you to review at any time. Posted in the East entryway is the most recent Licensing Inspection Report, information on how to contact the local licensing office, the PRS child abuse hotline and website, poison control information, a list of current employees, local emergency and school phone numbers.

After reading this handbook, please sign and initial the attached Notice of Handbook Receipt form. It will be placed in your child's file as required. Thanks for sharing your child with us!

For His children,

Bev Anne McCorkle  
Preschool Director

*"Train up a child in the way he should go and when  
he is old, he will not depart from it."*

*Proverbs 22:6*

## **Accidents**

An extra set of clothes with your child's name, secured in a Ziploc bag is required in case of accidents. Soiled clothes will be sent home in backpacks for replacement as needed.

Physical accidents that occur inside or outside will be attended to immediately and recorded as required by the Texas Department of Child Protective Services. Notice of any such accident will be sent home on the day of occurrence.

## **Admission Policy**

East Texas Christian Academy admits students of any race, color, ethnic or national origin.

## **Admission Procedures**

The following steps are necessary as part of the enrollment process.

- Submit completed application and required non-refundable application fee.
- Complete initial enrollment paperwork including student profile, request for student records from previous school, and recommendation forms.
- The Admissions Committee reviews records and an interview is scheduled. Both parents and students should be present at interviews.
- The Admissions Director will notify the family of admission status by mail or by phone shortly after the interview. The entire admission process takes approximately one to two weeks.
- After admission, the family meets with the Business Manager to make financial arrangements, and is given a starting date from the Admissions Director.

For questions concerning the admissions process, contact the Admissions Director at 903-561-9582.

### **Animals**

ETCA does not house any animals on campus. On occasion, pets may visit; however, a written notice will be sent home prior to the visit.

### **Authorized Pick-up**

All persons, other than parents, who are authorized to pick up your child, must be listed on the required enrollment form. For any person not on the form, but is picking up your child, please leave a signed note with the front desk or teacher. Please include their name, address, and driver's license number. Identification will be checked at time of pick up.

### **Bedding for Naps**

All students who stay at school after one o'clock will nap until 2:45 PM. Large nap mats are provided for each child. Students may bring a towel, small blanket, a pillow and/or a soft, quiet toy for naptime only. No sleeping bags, please.

### **Communicable Diseases**

Parents will be notified by e-mail and in writing, in the event of an outbreak of any communicable disease.

### **Conferences**

Teachers and/or the Director are available for conferences with parents as needed. Please contact the individual teacher and/or director to set an appointment.

### **Discipline**

East Texas Christian Academy joins with the family, the church, and the community in offering guidance and principles to assist in the growth and development of students. Each student is valued and no student is of more importance than another. All new students enter under an automatic **30-day** probationary status. The school reserves the right to dismiss any child at any time whose habitual actions are in conflict with the basic principles and standards of the school.

### **Dismissal Policy**

The school reserves the right to dismiss a student for reasons of non-cooperation, inability of the child or parents to adjust to the school's program or delinquency in payment of tuition and/or fees.

### **Dispensing Medication**

In the event your child needs medication dispensed during school hours, medications should be sent in the original container and labeled with the child's name. A Medication Dispensing Form should be completed, signed and left at the front desk. No staff member will be allowed to dispense medication to a student without written permission from the parents.

When possible, administer dosage at home. Many medicines are now produced to accommodate this schedule. Please ask your doctor. **Medications CANNOT be kept in backpacks or lunch boxes.** This is for the safety of all children at ETCA. No exceptions will be made.

## **Dress Code**

Preschool students are not required to adhere to the ETCA dress code. However, students should dress in comfortable, safe clothing that is acceptable for play. Shoes are required to be worn at all times. Tennis shoes are preferred as sandals are inappropriate for the playground.

All classes will be going outside daily; therefore, a jacket or coat will be needed during cool weather. Please dress your child appropriately according to the daily forecast.

**LABEL, LABEL, LABEL** - Please write your child's name on all items brought to school, including clothes, lunch boxes, coats, shoes, umbrellas, blankets, pillows, and backpacks.

## **Emergency Drills and Procedures**

Emergency drills are conducted on a regular basis throughout the year. These practices insure that teachers and students are prepared in the event of an actual emergency. Parents should discuss with their children the importance of following procedures and conducting themselves in a calm, quiet manner during drill procedures and in an actual emergency

- **Fire Warning:** Three short bells will sound in succession. This is repeated three times and signals the need to evacuate the building. Students, under the supervision of their teachers, WALK QUIETLY from their rooms to a designated exit and area. Students move at least 100 feet away from the buildings. A long "All Clear" bell is sounded when it is safe to return to the building.

- **Lock-Down Emergency:** A lock-down will be determined by the administration at any time the safety of students and/or faculty members is in question. This would include a situation in which one or more individuals are on campus and perceived to be a threat to any or all students and/or staff, or when a student is missing and the possibility of kidnapping or hostage situation exists. Should any of the above situations arise, an administrator will immediately issue a Lock-Down. As a commitment to keep parents informed, a message will be communicated via RenWeb as soon as possible.

When the teacher receives the Lock Down message, he or she will secure the classroom until an "All Clear" signal is given.

- **Weather Disaster:** One long bell is the signal to move to designated areas of safety away from windows. Students are instructed how to pose in safety positions during the drill or emergency. An "All Clear" bell is sounded when it is safe to return to the classroom.
- **Evacuation:**  
In the event of an emergency requiring evacuation of school facilities, students will be transported to another location (Glenwood Church of Christ) and parents will be notified by school administrators.

### **Field Trips**

At this time ETCA preschool children will not be taking any field trips. Parents will be notified in writing if this changes.

### **Illness**

If your child has an oral temperature of 100.4 degrees or an armpit temperature of 99.4 degrees, do not bring him/her to school. Students must be free of fever, vomiting, and/or diarrhea for 24 hours before returning. Students with conditions that are contagious should be kept at home until there is no danger of passing the condition on to others.

If your child becomes ill at school, you will be called to pick up the child. He/she will be removed from the classroom and will remain at the front desk until picked up.

### **Immunizations**

All students are expected to be immunized according to the requirements set forth by the State of Texas. Immunization records must be provided and on file in the ETCA office before students begin classes.

### **Hours and Days of Operation**

The ETCA preschool is open from 7:30 AM to 6:00 PM, five days a week. Students picked up **after** 6:00 PM will be charged a \$10 fee, payable in cash. A yearly calendar is posted on the website and a copy is included in your information packet.

### **Insurance Policy**

East Texas Christian Academy is covered by a general liability insurance policy. The school will not provide individual health or liability policies for students. Therefore, if the student is to be insured against sickness, accidents on school premises, or at school functions, on or off the premises, or for any other issue, it will be the parent's responsibility to provide such insurance. Information is available in the Business Office for student insurance.

### **Lice**

In regard to head lice, ETCA has a “no nits” policy. Hair must be free of all nits before a student returns to school.

### **Lost and Found**

Students who have lost items should check with the front desk. Articles of clothing, bags, and other personal items left in classrooms, bathrooms, lunchrooms, and/or hallways will be placed in “Lost and Found” and held for a short period of time before being donated to the church benevolent center.

### **Medical Emergencies**

In case of a medical emergency, 911 will be called first and then parents. If parents are not available, other emergency contacts will be called. East Texas Christian Academy requires a signed emergency medical authorization form be on file to insure immediate treatment for your child.

### **Medical Records**

Before enrollment, a parent must provide a physician’s statement indicating that the student is physically able to take part in our program.

### **PTF**

Parents, Teachers, and Friends (PTF) is an organization of volunteers which provides a communication link between school and home while enhancing the educational environment of ETCA. PTF raises money throughout the year through a variety of fund raisers including special dinners and the annual membership drive. PTF also supports and honors our teachers throughout the school year. Every parent is encouraged to join.

## **Parental Involvement**

Be a VIP - Very Involved Parent - at ETCA! As a school, there are many needs that can only be met through parents' time and talents. VIP's may serve in many different capacities, such as room parents, story time readers, family night helpers, sharing the experience of your occupation or hobby and much, much more. Parents are always encouraged to participate whenever possible.

## **Parties**

A sign-up sheet will be posted outside each classroom door several days in advance of a class party. Parents are encouraged to sign up for drinks, snacks, favors, games or other activities for the party.

## **Parent/School Agreement**

When enrolling a child in ETCA's preschool program, each parent commits to:

- Checking backpacks daily;
- Reading all communications daily;
- Supporting and upholding school policies;
- Attending school meetings and supporting school-sponsored activities;
- Making constructive suggestions for overall strengthening of the school;
- Volunteering time and talents; and
- Fulfilling all financial responsibilities.

## **Policy Changes**

Notices to parents regarding policy changes will be made in the following manner:

- First, it will be posted on the bulletin board located at the front door; and then
- Written notes will be sent home with the children.

## **School Supplies**

Each class has a school supply list listed on the ETCA website. A hard copy is available upon request through the office. If families join ETCA after the school year begins, check with the teacher for supplies needed at time of enrollment. It may be different than the list posted.

## **Snacks**

Nutritional snacks are provided twice a day. Additional snacks/candy should not be sent as they present a potential conflict with other classmates. Breakfast is not served; therefore, a well-balanced meal at home is encouraged.

## **Teacher Training**

All preschool staff at ETCA is trained in CPR and First Aid. All teachers and staff are required to have 15 hours of continuing education and training each year.

## **Toys**

Toys from home are not allowed due to risk of loss or breakage as well as the potential of competition among classmates for the new toy. The exception to the rule is if a toy is requested for "Show and Tell" Day. We encourage you to help your child participate in Show and Tell.

## **Water Activities**

ETCA will not be offering any water activities. Parents will be notified in writing if this changes.

