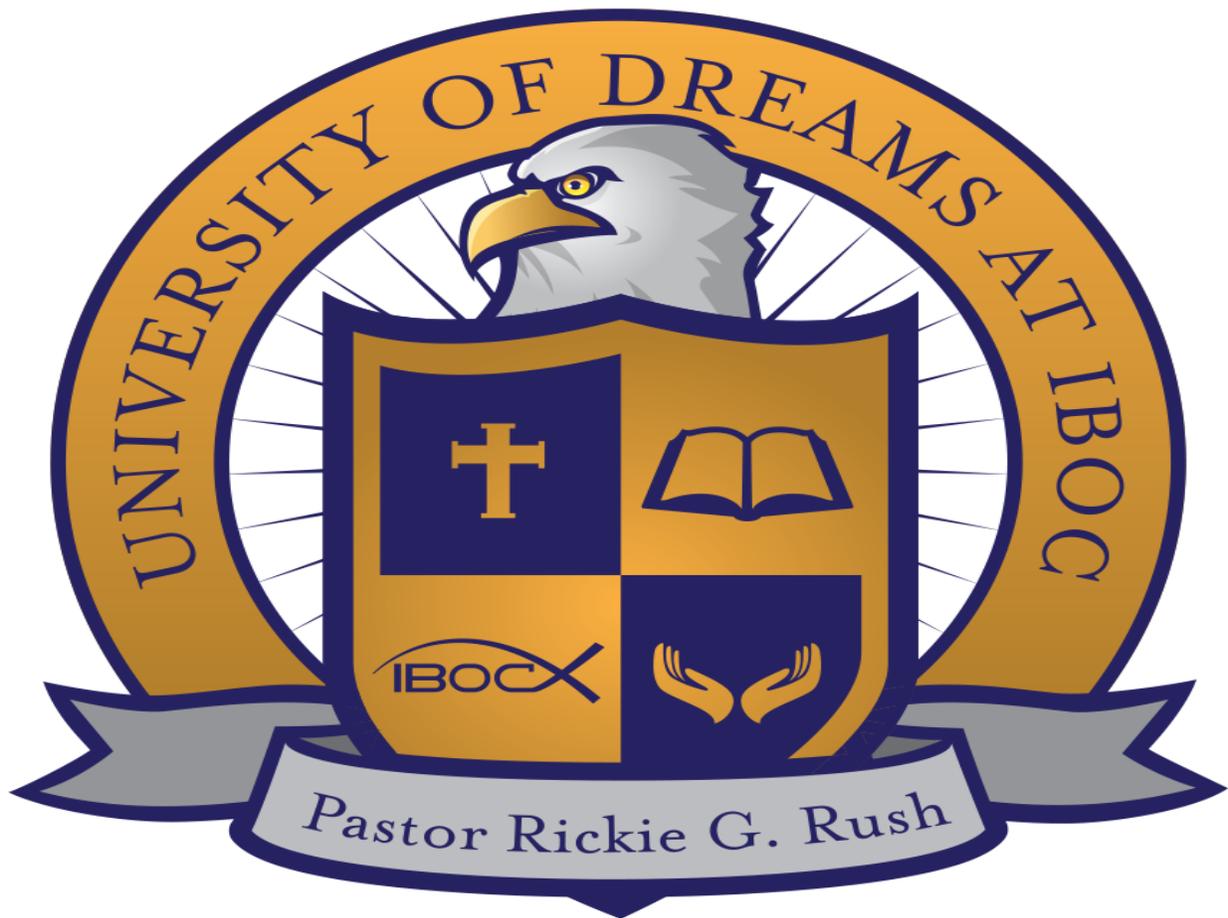


LEADERSHIP · FAITH · SERVICE · ETIQUETTE · CHARACTER



University of Dreams at IBOC

Children's College

2019-2020

Parent Handbook

"We Have Opened A School To Close A Prison"

Pastor Rickie G. Rush, Founder & Visionary
Sis. Sherrye Vaden, Director of Education
Sis. Shunta Hunter, Children's College Director
Deacon David Bowens, Administrator

Pastor Rickie G. Rush, D.D.
“A Message From the Visionary”
2019-2020



Dear Parents and Scholars:

*The University of Dreams at IBOC is our amazing private, Christian school system. What a blessing! **“We Have Opened A School To Close A Prison!”** This school handbook is intended as an introductory manual. You should find the answers to questions concerning activities, programs, policies, and procedures for the successful operation of our school.*

*As a parent, you are a vital part of your child’s education, and I encourage each of you to become active participants in programs and events sponsored this school year. Our goal, with your help, is to maintain a safe and fun-loving environment for students while providing a high-quality academic instructional program that will promote success for ALL students. As a Christian school, we thank you for entrusting a large portion of your child’s spiritual development to us as we F.L.E.C.S. We teach our scholars to have **faith** in God, exhibit godly **leadership**, excellence in **etiquette**, development of godly **character** and impeccable **service** to others.*

*Please read this handbook carefully and familiarize yourself with the procedures that guide our daily school operations. Keep this guide handy and refer to it as questions arise. **Please print the last page entitled “Acknowledgement Form” and return it to your child’s Homeroom teacher.** I am looking forward to a positively blessed 2019-2020 school year.*

Building for the future TODAY and FOREVER,

Pastor Rickie G. Rush, D.D.

***Founder & Visionary
Inspiring Body of Christ Church / U of D***

University of Dreams at TBOC

“BOARD MEMBERS”

2019-2020



Back Center: Pastor Rickie G. Rush, D.D.-Founder & Visionary

Row 1: Glennetrius Bonner- Chairperson, Michele Montgomery- Secretary, David Bowens, Vice-Chairperson, Sherrye Vaden-Director of Education & Elayne Broussard, Treasurer

Row 2: Clifton Maxfield-Board Member, Vanessa Orr-Board Member, Lalia Williams-Board Member, Shunta Hunter-Board Member, Nettie Cox-Board Member, Kimothy Case-Board Member, Grethiane Douglas-Board Member, Toni Carr-Board Member, Tiffany Fletcher-Board Member, Charles Robinson-Board Member
(*Board Members Not Pictured: Liz Frizell & Clarissa Plair)

Our U of D School Leaders



Dear Awesome U of D Parents & Guardians,

Welcome to school year 2019-2020! We are ecstatic about our U of D team “Mighty Eagle Educators”. They are equipped to deliver an excellent early childhood education for your child(ren). We believe you will find ours to be a consistent, high-quality program that speaks to our strong academic and spiritual reputation for sound curriculum, knowledgeable and caring staff. Our “college” has provided services for families of preschool children for well over fifteen years, and we humbly ask that you allow your scholar to remain in our system through 12th grade. You will find our staff forever seeking upgraded methods for delivering instruction and operating in a manner that meets the ever-changing needs of our eager 21st century learners. These are the most important years of your child’s growth and development. We fully recognize the great task God has entrusted into our capable hands. Join us as we work together to build a foundation that will last your child a lifetime.

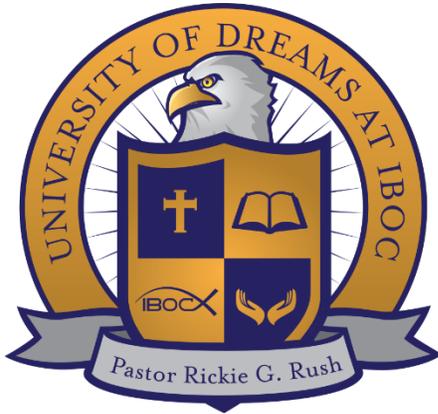
Sincerely,

Sis. Sherrye Vaden, Director of Education

Sis. Shunta Hunter, Children’s College Director

Deacon David Bowens, Administrator

Vision Statement



UNIVERSITY OF
DREAMS
THE SCHOOL THAT FAITH BUILT

“Inspiring dreamers to excellence and enlightenment, through a holistic and Christ-centered approach to education.”

Our Mission

We Have Opened A School To Close A Prison

TABLE OF CONTENTS

Message From the Visionary.....	2
Board Members.....	3
Our U of D Leaders.....	4
Vision Statement.....	5
School Declaration, Daily Confession, Licensing, School Hours.....	7
Staff, Teaching Philosophy.....	8
Policies and Procedures Attendance.....	10&11
Business Info, Chapel.....	11
Child Abuse & Neglect, Child Care Licensing, Curriculum.....	12
Dress Code for Students.....	13
Drop-Off / Pick-Up.....	14
Emergencies.....	14
Enrollment.....	15-16
Emergency Drills, Field Trips.....	16
FAQs, Gang Free Zones.....	17-18
Illnesses, Prescriptions, Communicable Diseases.....	18-20
Managing Student Behavior.....	21
Nutrition, Parent Conferences, Parental Involvement, Parental Notification.....	21-22
Registration, Safety of Students, Weekly Tuition.....	23
Academic Programs Graduation, Infant Care.....	25
Toddler Program, K2 & K3, K4 Program, K5 Program.....	26
Supply Lists (Infants thru K5), Specials	26-27
Emergency Preparedness Plan.....	27-33
Parent Signature Page	34

Scholar Declaration

“Dreamers” – that’s what we are, for God has plans for our lives. Do You Believe It? Will You Achieve It? We are a team of believers in Jesus Christ ... and with God – all things are possible. Since our attitudes determine our altitudes, our minds are renewed with joy, our hearts are open to new possibilities and our work ethics represent effort and strength. With great unity, we can, and we will overcome great challenges together. As scholars, we show the utmost respect for our teachers, administrators, and peers. Our speech is kind! Our actions are Christ-like. Our conduct reflects our knowledge of the Word of God. The University of Dreams at IBOC “Mighty Eagles” represent Faith, Leadership, Etiquette, Character and Service – and this is done all for God’s glory.

Daily Confession

This is the word of God. This is my word from God.
Obedience to this word is the only weapon that I have.
If I read this word and do exactly as it says, according to the book of Joshua, chapter number one,
I will prosper! I will prosper in every area of my life.
I can be what this word says I can be, I can do what this word says I can do.
Thank you Father, thank you Father, for revealing your word to me today!

Licensing

The University of Dreams Children's College is licensed by the state in which it operates. The Children’s “College” is inspected regularly by the state of Texas for health, safety and other requirements. Each member of our staff meets the qualifications set by the state laws and completes a full orientation and comprehensive basic training program. We are members of the Association of Christian Schools International. In addition, teachers attend continuing education programs and IBOC training seminars taught by Pastor Rickie Rush, a man with a passion for what he loves. The University of Dreams Children's College is an equal opportunity provider. We accept applications for admission and employment without regard to race, religion, gender, national origin, color, creed, physical or mental disability or any other protected status. If you would like to view a copy of minimum standards for child care centers or access a copy of the school’s most recent licensing inspection report, you may visit the website <http://www.dfps.state.tx.us/>.

School Hours

Children’s College	6:30am – 5:30pm
Leadership and Arts Academy	8:00am – 3:30pm
Breakfast In the Cafeteria	6:30am – 7:30am
Office Hours	8:00am-5:00pm
Teachers Pick Up Students	7:45am
Morning Announcements	8:30am
Tardy Bell	8:15am

Staff

We believe that traditional subject matter is best taught from a perspective that is consistent with Biblical truth, and that our children are most likely to learn in a disciplined environment that is nurtured by loving and dedicated teachers. Our faculty and staff members are trained and equipped for every position that they hold. We recognize that our Christian character, conduct, and conversation are always on display. As a result, we have set a high standard of respect for ourselves, our scholars, and our parents. We are a professional group of people. Some of our staff members have degrees, but it is not a requirement for employment. We operate in a spirit of excellence. We look forward to working closely with you, our parents, to make sure this school year is a successful and meaningful one for both you and your child.

Teaching Philosophy

We believe the first five years of childhood are the most important in development and learning. Our programs are designed to help children reach their fullest potential. We are not considered a daycare because we care for your children for life. Whether an infant, toddler, or preschooler, our curriculum provides lessons that help develop the whole child physically, intellectually, emotionally, socially, and spiritually.

We believe that God is the source of all truth, and that education should have the Lord Jesus Christ as its foundation.

We believe that children should be taught respect and submission to delegated authority, and that disrespect and rebellion should be dealt with swiftly and firmly, but with love.



THE SCHOOL THAT FAITH BUILT

Policies

and

Procedures

Attendance

Absences

When a scholar is absent, a parent must call or send a note from home explaining the reason for the absence, notifying the scholar's teacher within three class days of the absence. If a scholar knows he/she will be absent for an extended period of time, the scholar or the parent may want to make arrangements with the teacher(s) to have homework sent home so as to keep abreast with the class. For excused absences, scholars are given one make-up day for each day school is missed. For unexcused absences, all make-up work (including tests) must be completed within the week returned.

Leaving Early

Scholars leaving early is understood due to doctor's appointments or family emergencies. Please check out through the Children's "College" reception office. If a parent knows ahead of time that the scholar will be leaving early, please bring a note to his/her teacher at least one day prior to leaving early. The scholar will be called out of class on parent arrival.

Excessive Absenteeism

Excessive absenteeism during the school year may place a scholar's promotion in jeopardy. The Director deals with such cases on an individual basis. Regular attendance and punctuality are mandatory for all scholars in order for them to gain the maximum benefit(s) from our instructional programs. This expected behavior helps to develop good habits, responsibility, and self-discipline within the scholar. Excused absences can include:

- Days of illness (a doctor's statement may be required)
- Death or emergency in the immediate family
- Other unusual causes acceptable to the director
- See tardy policy for additional descriptions

A parent's failure to abide by the above guidelines may influence future enrollment of a child in the school. The administration will always be sympathetic to any valid extenuating circumstances that may cause tardiness. However, scholars and parents must remain accountable.

Excused

- Parent experiences automobile delays or breakdown in route to school
- Temporary illness
- Doctor's appointment
- Unavoidable circumstances

Unexcused

- Oversleeping or arriving late for any reason not in keeping with reasonable prudence.

Why is excessive tardiness an issue?

- U of D scholars miss important social, academic and bible lessons when they are excessively late. We appreciate the opportunity to instruct your child(ren) in our full-day private, Christian environment.

Business Information

School Hours of Operation

6:30a.m. – 5:30p.m. (Building closes at 6:00pm) At 6:01pm (according to the U of D clock), the parent must pay \$20. (revised price)

School Telephone Number

972-572-4262

Months of Operation

The University of Dreams Children's College is open Monday through Friday year-round with the exception of the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving (plus the day after Thanksgiving)
- Christmas (plus an additional day)

Parents will be notified if there is any deviation from this schedule.

Solicitation Policy

We are very strict in prohibiting any solicitation or distribution of literature or products at the University of Dreams Children's College.

Visitors

Any person coming in the school building during school hours (6:30 a.m. – 5:30 p.m.) to visit or observe must check with the Director(s) and the Receptionist office first to receive a visitor's badge. Persons will not be allowed in classrooms without a visitor's badge. Please note that parent classroom visits are a maximum of 20 mins. Please do not bring younger children if you are coming to observe your child's class.

Chapel

Every Wednesday morning, a selected class will present a Bible lesson as part of an organized program. We use this time to reinforce the importance of Christian character, conduct, and conversation. Parents are always welcome to attend.

Child Abuse & Neglect

The teachers and staff at the University of Dreams Children's College receive annual training to recognize the signs and symptoms of abuse and neglect. In Texas, anyone who suspects that a child is being abused or neglected has a legal obligation to report it. Professional reporters are required to report allegations within 48 hours of first suspecting abuse or neglect. By law, professionals may not delegate the duty of reporting abuse or neglect to another person or entity or rely on another person or entity to make the report.

How do you report abuse or neglect? **In Texas, you have two ways to report child abuse or neglect.**

- **1-800-252-5400**
- www.txabusehotline.org

Child Care Licensing

The University of Dreams Children's College follows the Minimum Standard Rules for Child Care as regulated by the Texas Department of Family and Protective Services. Information related to the license of the center can be reviewed at the center during business hours. Parents can also access information about the Texas Department of Family and Protective Services by visiting the website at: <http://www.dfps.state.tx.us/>

Curriculum

We are a Christian school and we use the Standard Abeka Curriculum. Our curriculum consists of the following subjects: Bible, Classroom Habits, Skills Development, Phonics and Reading, Writing, Numbers, Activity Time, Language Development, Poetry, Music, and Recess. The Children's "College" has chosen the Abeka Curriculum.

Character training in the Christian school is one of the supreme goals of Christian education. To train means to exercise, to discipline, to teach and form by practice. When a person is trained, the training becomes part of his/her character, helping him/her to do what he/she has been taught to do. Training builds habits that are commendable, and training must take place all through the day, not merely in a "character lesson" taught once a day or once a week. Our goal is to train children to:

- Respect authority
- Pay attention
- Obey willingly
- Apply themselves to the task at hand
- Learn rules and apply them
- Do their best
- Learn to work hard
- Develop habits of orderliness, carefulness, obedience, honesty, accomplishment, cooperation, perseverance, self-control, attentiveness, fairness, confidence, responsibility, steadfastness, discipline, endurance, helpfulness, neatness, patience, good judgment, and respect.

Dress Code for Students

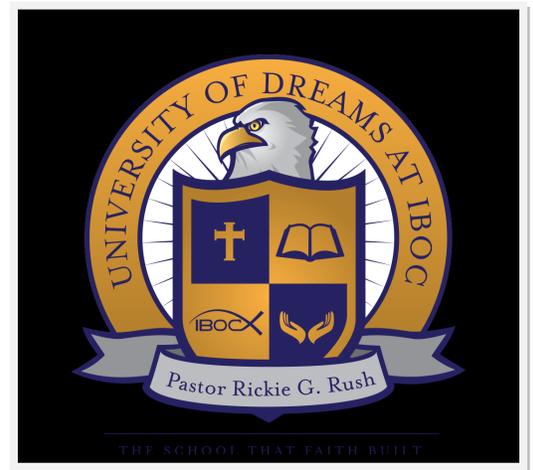
K4 & K5 scholars are required to wear uniforms. We guarantee that we will, to the best of our ability, present your child to you picture perfect upon pickup. **We ask that all scholars have at LEAST one set of extra clothes (shirt, bottom, underwear, and socks) at school.** Please label **ALL** scholars' items with their first and last name. We cannot be held responsible for lost or damaged clothing. If your child's clothing becomes soiled or dirty, we will wash the clothes and place them in the child's cubby/locker. When necessary, we purchase extra clothing, underwear, socks, combs, brushes, wipes, lotions, and body wash to help ensure that your child is fresh and clean at all times. Hair extensions are not allowed for any scholars. Scholars in K4 through K5 are required to wear uniforms throughout the entire school year. The uniform is as follows:

Girls

- Khaki, navy or black skirts, skorts, or jumper dresses
- **SOLID** white, yellow, or royal blue polo or button-down blouse
- **SOLID** white or navy socks or tights
- On Wednesdays, Chapel attire is required for all students.
- Hair must be neat

Boys

- Khaki, navy or black slacks
- **SOLID** white, yellow or royal blue polo or button-down shirt
- Belts must be worn with pants (no sagging pants or belts)
- On Wednesdays, boys are to wear a necktie to chapel
- Hair must be neat



All scholars attending the University of Dreams Children's College must wear closed toe and closed heel shoes at all times. This is to minimize the number of accidents that could result from insufficient foot support.

All scholars will be in regular uniform Monday through Friday unless otherwise informed.

Personal Items

Your child will play with fun educational toys every day. Therefore, we ask you to keep your child's personal toys or special personal items at home for fear of loss or breakage. Occasionally there is "Show & Tell" and "Storytelling" - a time when your child can bring in an item or favorite book as long as it is safe, and it is labeled with his/her name. If your child happens to lose anything while at school, please contact the Director immediately. Although we will be more than happy to look into the matter, we cannot be held responsible for lost or damaged items.

Drop-Off / Pick-Up

Any time a scholar is brought to school, he or she must be signed in electronically and/or manually by the accompanying adult. If you are on CCA you must also swipe your card. If your card is lost, you must sign the CCA lost card log in the Children's "College" office for each week that you do not have your card. The scholar must also be escorted all the way to his/her designated area by the **ADULT** who signs him/her in. This is to ensure that the scholar safely reaches his/her proper destination. **Parents/guardians are responsible for signing their child in and out each day.** Upon drop-off and pick-up at school, we ask that parents dress modestly, as this helps show our scholars the importance of school.

Any time a scholar is picked up from school, only those persons listed on the emergency contact list will be allowed to leave with the scholar (a photo I.D. is required). Parents/guardians are the only persons authorized to change this list. **ALL REVISIONS TO THE PICKUP LIST MUST BE DONE IN PERSON IN THE CHILDREN'S "COLLEGE" OFFICE AND WITH THE TEACHER! NO EXCEPTIONS!**

The University of Dreams Children's College cannot legally deny access to a parent or guardian unless there is an active restraining order on file or a specific schedule of court-ordered visitation rights that prohibits this. If the situation is unclear, we request that the family go back to court to resolve their differences. The University of Dreams Children's College will act in a way that ensures the safety of all children and faculty. Families or other authorized persons are responsible for transporting the child to and from the school in an appropriate child restraint system. If someone other than the parent will be picking up the child from the school, parents should make sure that they leave the child's car seat with the person, or that the individual has an appropriate car seat for the child.

Late Pick Up

It is important that you pick up your child prior to the school's closing time. If a child is left at the school after closing, staff will do the following:

- Try to contact you by phone
- Try to contact the emergency contacts
- If the above listed attempts are unsuccessful and the child had not been picked up one hour past closing time, police or local authorities may be contacted.

Staff members are not permitted to take the children out of the school and drive them home or elsewhere.

Parents will be charged \$20 for a late pick-up past 6:00 pm. This fee must be paid upon scholar's return the next morning. We close at 5:30pm but remain until 6:00pm.

Emergencies

We would all like to prevent accidents from happening. However, since we cannot, we prepare for them. From the simplest scrape on the knee to a situation requiring CPR, our staff is trained to cover the widest range of possible accidents. In this handbook, you will see a copy of our emergency preparedness plan. This is our plan of action in the event of a larger-scale local emergency. Our facility is inspected regularly and our scholars, staff, and teachers are drilled frequently in order to help ensure that we are best prepared for any type of emergency that may occur. We ask that you please keep your contact information updated in the event of any emergency or incident that involves your child. This includes updating those persons listed on your child's pickup list. In the event that your child becomes ill or injured while in our care, we will fill out an incident/illness report to keep on file at the school. If you would like a copy of this report, it is available upon request.

Enrollment

In order to ensure appropriate staffing levels at all times of the day, you will need to specify the hours of care needed for your child. Prior to your child's starting date, it is mandatory for you to attend our parent orientation meeting. During the enrollment process, you must **complete forms regarding your child's health and development**. This includes family information, **medical authorization** and medical records required for your child prior to enrollment. You are also expected to read and sign an enrollment agreement that outlines the program's policies. This will ensure that you are familiar with all of our operating procedures.

Enrollment Forms

- Application (must be completed annually)
- Admission information (must be signed by physician annually)
- Child Nutrition Program application and letter
- Medication authorization form
- Introducing my child
- Enrollment agreement
- Designated persons to contact when the parent cannot be reached
- Emergency card
- Health report
- Health and social records
- Non-prescription medication form
- Child assessment form
- Scholar supply list
- Copy of an incident/illness report
- Infant formula form
- W.I.C. program information
- Learning adventure authorization form
- Parent Communication Card
- Tuition Express Registration

Needed from home

- Original birth certificate
- Original social security card
- Immunization record

**All forms must be completed with the scholar's original date of enrollment.

The University of Dreams Children's College may decide to terminate enrollment for the following reasons:

- Non-payment of tuition
- Behavior issues with the child or parent
- Failure to comply with company policies
- The inability to meet the child's needs
- The inability to meet the parents' expectations

This list is not all inclusive and the University of Dreams Children's College reserves the right to revoke enrollment for a child at any time, with or without notice, and with or without providing a reason.

Emergency Drills

To prepare for fire, severe weather, or disaster evacuation, we have regular fire drills and practices so your child can react in a safe and orderly manner. If any actual emergency occurs which requires evacuation of our "College", we will notify you by phone call as soon as the children are safe. In cases where we have to close due to severe weather, the closing will be announced on television Channels 4, 5, and 8. Typically in cases of inclement weather, we follow Dallas ISDs closing schedule.

Field Trips

Occasionally, the scholars will go on an off-campus adventure. When such an occasion arises, parents must sign a permission slip. The child/staff ratios for learning adventures are met according to state minimum standards. Notices are posted at least 48 hours before a learning adventure and remain posted until the groups have returned. The notices contain the following information:

- The group(s) of children who are on the learning adventure
- Where they are going
- When they will leave the facility and when they will return

Staff members who have received current training in first aid and rescue breathing and choking, and current training in CPR for infants and children will be present on all learning adventures.

Frequently Asked Questions

- **May I (parent) participate in school activities such as field day or learning adventures?**

Yes, you may. However, you must notify the Director in advance. We also ask that you are mindful of your character, conduct, and conversation when you are in the presence of our children. Wearing appropriate clothing and using appropriate, clean, positive language is a requirement.

- **May I visit the school to observe or have lunch with my child?**

Yes, you may visit the school any time you wish. When you visit, please ask for a director when you stop at the front desk to sign in and obtain your visitor's pass. We, however, ask that you do not visit your child during the first 30 days of school because this is a major adjustment period for scholars.

- **May I request a conference with the director(s)?**

Yes, you can set a conference time by calling 972-572-4262.

- **Will the children take field trips?**

Yes, K4 and K5 scholars are eligible for off-campus "Learning Adventures" occur as approved by the directors. Those groups younger than K4 will experience on-campus learning adventures. When a learning adventure is planned, parents must sign a permission form. Notices are posted at least 48 hours before a learning adventure and remain posted until the groups have returned. The receptionist will have the names of the scholars who are participating, where they are going, their departure from and their arrival back to our facility. All staff members have been trained in CPR.

- **Does the University of Dreams Children's College provide transportation to and from its facility?**

No, we currently do not provide transportation to school or to home.

Gang Free Zones

For Child Care Centers

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. This new statute requires that information about gang-free zones is distributed to parents and guardians of children in care at licensed childcare centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your childcare operation or copies may 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 childcare 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 the 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 courthouse for information about obtaining a copy of a map if they choose to do so.

What is the purpose of gang-free zones?

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

What does this mean for my childcare center?

A childcare 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.

When do I have to comply with the new requirements?

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance. Providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care. *For further information, please contact your licensing representative or your local licensing office.*

Child Care Licensing/jr DFPS 8/31/2009

Illnesses

One component to providing a safe environment is to ensure that the environment is as healthy as possible. Each school year our K4 and K5 scholars have a vision and hearing screening. If any child meets any of the following criteria, exclusion from care is required:

- Illness prevents the child from participating comfortably in childcare center activities, including outdoor play
- The illness requires a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care
- The child has been diagnosed with a communicable disease and does not have medical documentation to indicate that he/she is no longer contagious.
- The child has one of the following (unless medical evaluation by a health-care professional indicates that you can include the child in the childcare center’s activities)

1. Oral temperature at or above 100 degrees accompanied by behavior changes or other signs/symptoms of illness
2. Armpit temperature at or above 100 degrees
3. Symptoms/signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hrs., rash with fever, mouth sores with drooling, behavior changes

Communicable Diseases

- Purulent conjunctivitis (pink eye) until on antibiotics for 24 hours
- Impetigo until 24 hours after treatment
- Strep throat until 24 hours after treatment
- Head lice until after treatment and all nits are removed
- Chicken pox until all lesions have dried and crusted
- Pertussis (whooping cough) until 5 days of appropriate antibiotics
- Hepatitis A virus until one week after the onset of illness after globulin has been administered

Children May Return When:

- He/She is free of fever, vomiting, and diarrhea for a full 24 hours
- He/She has been treated with an antibiotic for a full 24 hours
- He/She is able to participate comfortably in all usual program activities including outdoor time
- He/She is free of open, oozing skin conditions and/or drooling (not relating to teething) unless
 1. A health-care provider signs a note stating that the child's condition is not contagious
 2. A bandage without seepage or drainage through the bandage can cover the involved areas

Medications

We will administer medication to children with a signed Authorization for Administration of Medication form for any type of medicine to be administered. A designated faculty member shall administer the medication. **ALL MEDICATION MUST BE IN ITS ORIGINAL CONTAINER LABELED WITH THE CHILD'S FULL NAME AND THE DATE BROUGHT TO THE CHILD CARE CENTER.**

Prescription Medication

Prescription medication requires a note signed by the parent/guardian and a written order from the child's physician (this can include the label on the medication). The medication must have a current pharmacist's label that includes your child's name, dosage, current day, times to be administered, and the name and telephone number of the physician.

Non-Prescription Medication

Non-prescription medication requires a note signed by the parent/guardian (**not to exceed a three-day period**) on the day that the medication is to be administered, specifying the dosage, time, and reason for administration. If the medication is not recommended for the age of the child and/or you are requesting that we administer a higher dosage than is recommended, we will need a written order from the physician.

Non-Prescription Topical Ointments (Diaper Cream, Sunscreen)

A note signed by the parent/guardian specifying the time and dosage to be administered is required. The duration of administration is not to exceed one year for sunscreen and insect repellants. The duration of administration **is not to exceed 90 days for all other non-prescription topical ointments.**

Immunization Requirements

Recommended Immunization Schedule for Persons Aged 0 Through 6 Years—United States • 2011

For those who fall behind or start late, see the catch-up schedule

Vaccine ▼	Age ►	Birth	1 month	2 months	4 months	6 months	12 months	15 months	18 months	19–23 months	2–3 years	4–6 years	
Hepatitis B ¹		HepB	HepB			HepB							
Rotavirus ²				RV	RV	RV ²							Range of recommended ages for all children
Diphtheria, Tetanus, Pertussis ³				DTaP	DTaP	DTaP	<i>see footnote³</i>	DTaP				DTaP	
<i>Haemophilus influenzae</i> type b ⁴				Hib	Hib	Hib ⁴	Hib						Range of recommended ages for certain high-risk groups
Pneumococcal ⁵				PCV	PCV	PCV	PCV				PPSV		
Inactivated Poliovirus ⁶				IPV	IPV	IPV						IPV	
Influenza ⁷						Influenza (Yearly)							
Measles, Mumps, Rubella ⁸							MMR			<i>see footnote⁸</i>		MMR	
Varicella ⁹							Varicella			<i>see footnote⁹</i>		Varicella	
Hepatitis A ¹⁰							HepA (2 doses)				HepA Series		
Meningococcal ¹¹											MCV4		

This schedule includes recommendations in effect as of December 21, 2010. Any dose not administered at the recommended age should be administered at a subsequent visit, when indicated and feasible. The use of a combination vaccine generally is preferred over separate injections of its equivalent component vaccines. Considerations should include provider assessment, patient preference, and the potential for adverse events. Providers should consult the relevant Advisory Committee on Immunization Practices statement for detailed recommendations: <http://www.cdc.gov/vaccines/pubs/acip-list.htm>. Clinically significant adverse events that follow immunization should be reported to the Vaccine Adverse Event Reporting System (VAERS) at <http://www.vaers.hhs.gov> or by telephone, 800-822-7967. Use of trade names and commercial sources is for identification only and does not imply endorsement by the U.S. Department of Health and Human Services.

<http://www.cdc.gov/vaccines/recs/schedules/downloads/child/0-6yrs-schedule-pr.pdf>

Protecting Scholars from Vaccine Preventable Diseases

In an effort to minimize a scholar's risk of influenza, the University of Dreams Children's College provides each staff member with the influenza vaccination annually. If a staff member chooses not to receive the vaccination due to medical conditions or reasons of conscience, such as religious beliefs, then he or she may use protective medical equipment based on the level of risk the employee presents to children by the employee's routine and direct exposure to children.

Managing Student Behavior

Children's College believes that managing student behavior is a constructive element to the educating process. Its aim is to allow scholars to grow in a manner that does not infringe upon the rights of other persons. Our Directors work closely with our teachers to ensure that each child is equipped to safely reach his/her full potential without any obstructions.

No scholar will receive physical punishment. The Children's College will provide an orderly, organized classroom where working hard and appropriate behavior are the accepted standard. **Therefore, if the administration deems it necessary, a child may be suspended from school for threatening the positive learning environment we are aiming to create.**

We will encourage self-esteem, self-control, and self-direction by:

1. Reminding scholars of our behavior expectations daily
2. Redirecting negative behavior using positive statements
3. Using brief, supervised separation from the group

We will not:

- Use or consider corporal punishment as an acceptable form of discipline under any circumstances
- Humiliate, ridicule, reject any child
- Pinch, shake, bite, hit any child with an instrument
- Place any child in a locked dark room, bathroom, or closet with the door closed
- Use food, naps, or toilet training as a means of discipline

**Parents may reference the minimum standards for childcare centers §746.2803 & §746.2805.

Biblical Guideline for Scholar Management

- Respect authority
- Be an example
- Seek excellence
- Be honest
- Practice clean speech
- Reflect Jesus

Nutrition

The University of Dreams Children's College offers healthy meals to all enrolled children as part of our participation in the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). We provide nutritionally balanced snacks and meals. Menus are posted in each classroom and copies are made available for parents to take home. We encourage the children to have a "hello" bite, which means to try a taste of different foods. We provide approximately two-thirds of the child's daily nutritional needs. Adults/teachers eat seated with the children, except for the infant staff. Mealtimes are relaxed times, rich with conversation, music & fellowship. Parents may join us for lunch.

Snacks and Lunch Time

Our menus are selected with love and nutritional value and are planned to satisfy all federal and state guidelines. Please let us know of any food allergies your child may have. We will gladly work with you concerning this matter. If a child's diet must be modified for health reasons, a physician's written explanation is required. If a child's diet is to be modified for cultural or religious reasons, the parent is asked to put the request in writing and may be asked to help provide supplemental foods.

Infant Feeding Guidelines

In order to maintain consistency from home to the Children's "College" and to meet the individual needs of children, babies will eat according to their own schedule. For infants, you will need to supply formula/baby food if you choose not to use the formula/baby food provided with our program. Please bring formula/ food to the center daily. Your child's bottle should be plastic and capped. **All bottles and caps should have your child's full name on them.**

Parent Conferences

Parent-teacher conferences will be held 2 times throughout the school year. These conferences will be announced on our yearly school calendar as well via our Parent Communication system. This will provide both the teacher and parent the opportunity to discuss the academic and developmental progress of your child. If you need to address a concern before these appointed times, ask to speak with a director for a conference time. We ask that you please not conference with a teacher while he/she is teaching scholars in the classroom as this affects the quality of supervision that the teacher is able to give. If you would like to conference with the Directors, feel free to call 972-572-4262 and schedule a conference time.

Parental Involvement

We encourage you, as a parent, to visit any time and join us for our learning adventures or special family events at our school. If a parent desires to volunteer, you can volunteer in any area except your child's classroom.

Parental Notification

Parents will be notified any time a child becomes ill or is injured while at school. Parents will also be alerted within 48 hours of the school being made aware of a scholar or employee having contracted a communicable disease as deemed notifiable by the Texas Department of State Health Service. Communications between school and home have never been more important -- for weather notification, emergency alerts or other general announcements. The University of Dreams Children's College has implemented a School Messenger broadcast system which enables school personnel to notify all households and parents by phone, email and/or text within minutes of an emergency, inclement weather, unplanned event or other school communication. This notification service is provided by School Messenger, a company specializing in school-to-home communications. The service has the flexibility to provide voice, text and email messages based upon the contact information we have on file for your scholar. There is also an "app" for iPhone and Android mobile devices.

To receive school info from Pastor Rush, via text, send a text to 64779 with the word "Yes" in the body of the text.

Registration

An application for admission to the University of Dreams Children's College will need to be completed and returned to the Children's College Director along with the registration fee. We cannot guarantee that a space will be available for your child on the day you desire. Enrollment is based upon availability and may be subject to priority enrollment rules of the school. When a space is available, Directors will invite you to visit the "College" with your child for a tour and to discuss the enrollment process.

Safety Of Students

We ask that parents closely supervise their children in the driveway, lobbies, and elsewhere in the "College". It is recommended that children exit from cars on the curbside of the driveway, and that an adult hand is offered for the child to hold. When departing the "College", please assist us by not having the children run when going to the car. When leaving or going to the classroom, the family is asked to stay together. Sending the child to the classroom alone is a safety concern. Likewise, older children should accompany parents to infant rooms and should not be left in a lobby or hallway. So much can happen in a moment, and we request your cooperation in this matter. We have onsite, armed security 24 hour a day / 7 days a week.

Children are released only to persons for whom the staff has received written permission from the parents. Adults other than parents will be required to show proper photo identification. To ensure that the Children's "College" is in **compliance with any court orders pertaining to the custody of your child, we require a certified copy of all custody orders.** We keep this information confidential and solely for the safety and well-being of your child. If a new custody order is issued or if a restraining order has been issued against either parent, we will also need this information on file. It is the policy of the University of Dreams Children's College to remain neutral in all custody matters. The "College" may not serve as a visitation site. No child is left alone or unsupervised. Upon arrival, parents are expected to help the child settle in by escorting him/her to the classroom or cafeteria. The "College" is monitored indoors and outdoors by camera surveillance. All staff members are required by the state to report any suspicion of child abuse or neglect. All staff has received training to recognize the signs of child neglect or abuse.

Weekly Tuition

We must budget for costs relating to our dedicated teachers and educational resources. **To cover these costs, we will charge a full week's tuition if your child attends the "College" any portion of the week.** If your child misses the entire week, we will charge half the regular week's tuition as a reservation fee.

WEEKLY TUITION IS DUE EVERY MONDAY.



THE SCHOOL THAT FAITH BUILT

Academic Programs

Graduation

Each year our K4 classes graduate to the K5 and K5 classes to first grade. This program is held the 4th Sunday in May at 10:00am IBOC Church. This is one of the most memorable moments of your child's preschool career. Information will be sent home around in the Spring so that you will have ample time to prepare.

Infant Care

Breast Feeding

A meaningful benefit of having childcare near or at the worksite is the opportunity for a new mother to breastfeed throughout the day. If you are a nursing mother, we will be more than happy to arrange for you to visit your infant at any time. We will provide a comfortable place with a seat within the school or classroom for you to nurse your child. If the Children's "College" is not convenient to your workplace for nursing visits, please feel free to supply us with expressed milk to feed your baby. We can store a frozen supply for you, or you may provide milk daily.

Infant Rest Period

In order to maintain consistency from home to the "College" and to meet the individual needs of children, babies will sleep according to their own schedule. At the Children's "College", your infant's health is our primary concern. The U.S. Public Health Department and the American Academy of Pediatrics strongly recommends that infants sleep on their backs to reduce the chance of Sudden Infant Death Syndrome (SIDS). It takes time for some babies to get accustomed to sleeping on their backs. Parents should be assured that this is the best and safest sleeping position for a baby. It is the policy of University of Dreams Children's College that all infants who are unable to roll over on their own should sleep on their backs unless a written note is received from the child's physician stating that it is OK for the infant to be placed on his/her stomach.

Infant Program

Our program for infants sets its pace around the needs and unique differences of each child. Our younger infants have a "primary" teacher who centers their day on the schedules of those infants for whom she cares. This care, while meeting basic needs for food, diapering, and adequate rest goes beyond that. This keen observer plans and enhances the interactions and activities of the infants and shapes the behavior with which each infant identifies.

Feeding

Until your child is on regular table food, we will follow your written diet plan. We will update the plan when you change the diet. We also require a physical examination and current immunization records before and throughout enrollment. Your child's teacher may have a list of additional items for you to bring. As a benefit from our Nutritional Service Program and the Texas Department of Agriculture Food and Nutrition Division, "Parent's Choice Iron Fortified Infant Formula" is available. It is milk-based formula fortified with beta-carotene and nucleotides and can be compared to "Enfamil with Iron" and "Similac with Iron." You have the option to decline the formula offered and supply an alternate formula of your choice. If you choose to supply an alternate formula, you will be required to sign a document stating your option.

Toddler Program (18-23 mos.)

Toddlers still need individualized feeding and sleeping schedules as well as lots of care, attention, and interaction. They need many fun things to watch, touch and do. Our toddler teachers listen and talk with each child and try to anticipate individual needs. Since children learn through playing and exploring, we provide them with a wide range of activities throughout the day. Language, self-help, and potty-training skills are developed during this period. Toddler activities also help develop small and large muscle groups.

K2 and K3

The first six weeks of our program for children ages two and three is spent helping them adjust socially to their new age group of peers and surroundings. They engage with our Abeka bible and reading curriculum as well as hands-on academic activities (art, shapes, songs, dramatic play and more). The seventh week begins our early phonics lessons, math, hands-on discovery science and social studies. Our 3-year old scholars begin practicing writing, identifying alphabet, knowing letter sounds, counting objects and work with rhyming words. Of course, this learning is supported by fun, healthy doses of running, jumping, and dancing to keep them active.

K4 Program

Our preschool programs are designed to encourage children's love of learning while preparing them for kindergarten and beyond. Our program for four-year olds features theme-based learning in age appropriate discovery area environments. Hands-on sensory experiences help children understand hands-on concepts as we emphasize phonics, reading, writing, Bible, numbers, language enrichment, music, and art. This style of teaching gives each child the opportunity to develop positive self-esteem as well as important social skills like cooperation, problem solving, following directions, and respect for others.

K5 Program

Our curriculum for our kindergartners enables our scholars to learn Bible, classroom habits, skills development, phonics and reading, numbers, science, social studies, language enrichment, music, art, recess (for developing motor coordination), and cursive writing. In K5, scholars continue to read with phonics, and sounding out new words. In numbers they learn to count and recognize numbers 1 through 100. The concept of addition is taught through the sum of 10. Scholars learn cursive writing in a program that is correlated with their phonics. Scholars learn visual perception skills, motor coordination, and listening skills. During activity time, they also enjoy music, art, and information on "Community Helpers", "An Introduction to American History", and "Geography in America: Our Great Country". During language enrichment they learn about positional words and opposites, rhyming words and analogies, drama, and poetry. They also get a chance to share their experiences and ideas during "Telling Time". The training in appropriate classroom habits and procedures produces an orderly classroom conducive to effective learning. Each spring, the K5 scholars take the Stanford Achievement Test. This is a standardized test that charts the developmental progress of the scholar individually and of our school as a whole.

Infant Supply List

- Formula or breast milk (carton/homogenized milk can be served to children beginning at one year of age)
- Disposable diapers and wipes, lotion, baby soap, ointment (ointment usage requests must be in writing)
- Baby food/special meals (we discard all leftovers at the end of the day)

	Emergency Contacts
Emergency First Responders	911
Director (if not on site)	Hunter 214.728.7455
Nearby Hospital	Charlton Methodist Hospital (214-947-7777)
Poison Control	1-800-222-1222
Local Health Department	214-819-2000
Building Inspector	214-670-5313
Heating/ Air Conditioning Repair	Facility Manager: Charles Robinson (214-498-5825)
Animal Control	214-670-6848
Appliance Repair	Charles Robinson (214-498-5825)
Insurance Company	The Philadelphia Insurance Company
Office of Emergency Preparedness	City of Dallas Office of Emergency (214-670-4272)
Electrician	Facility Manager: Charles Robinson (214-498-5825)
Glass Company	Facility Manager: Charles Robinson (214-498-5825)
Locksmith	Facility Manager: Charles Robinson (214-498-5825)
Utilities	Facility Manager: Charles Robinson (214-498-5825)
Plumber	Facility Manager: Charles Robinson (214-498-5825)
Transportation Service	IBOC Buses and Vans/ Deacon Robert Qualls
Water Department	311 or (214) 670-5111
Other	
	Members of Our Emergency Planning Team
Staff	Charles Robinson
Staff	Vanessa Orr
Staff	David Bowens
Staff	Shunta Hunter, Sherrye Vaden
Other	

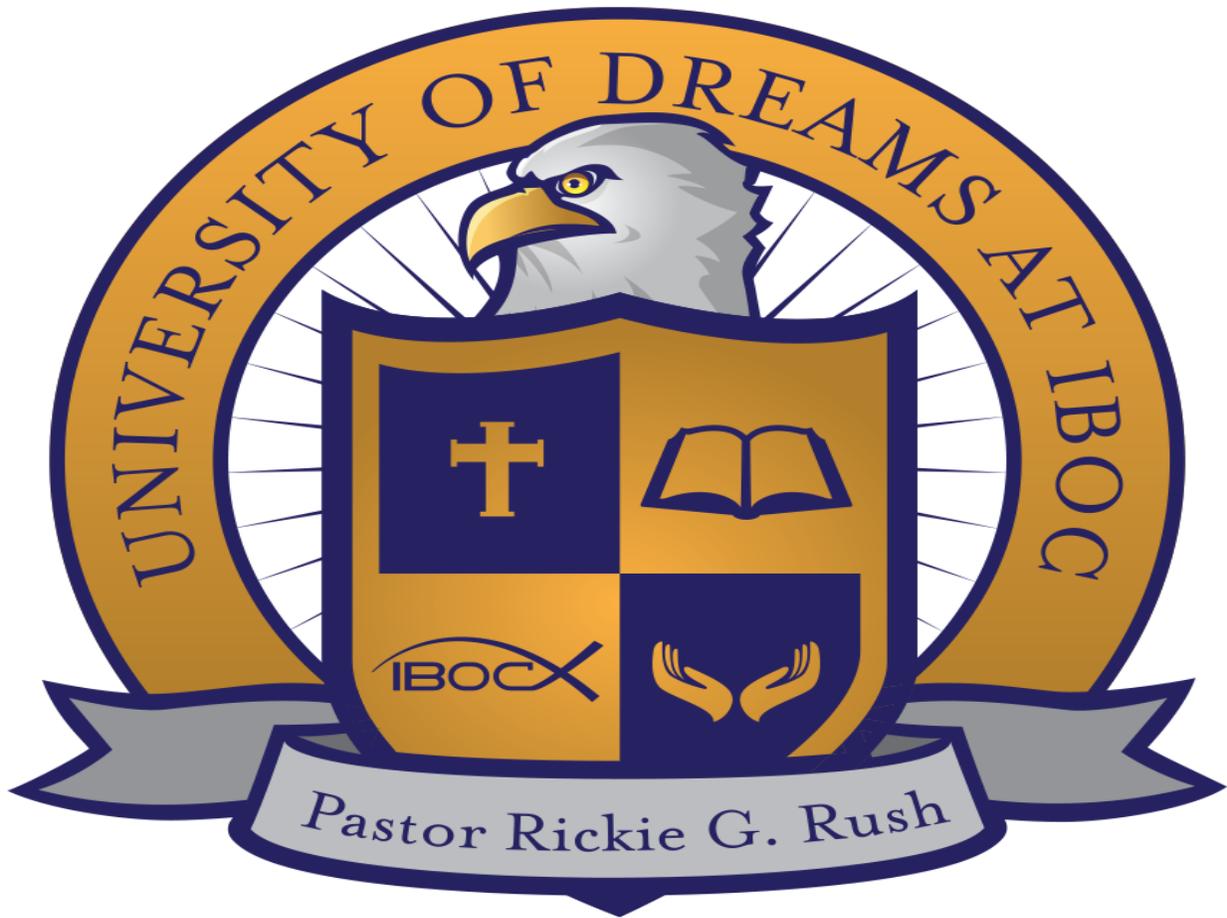
	Name and Contact of Others to Coordinate this Plan With
Neighbors	
Businesses	
Schools	
Churches	
CCR&R	Childcare Group (214) 905-3521
Others	
	Roles and Responsibilities During and After an Emergency
Responsible in the absence of the Director	Rickie Rush
Administering First Aid	Teachers and Staff
Calling for help	Shunta Hunter, Director
Facility inspection and repair	Facility Manager: Charles Robinson (214-498-5825)
Contacting families and employers	Office Staff
Obtaining equipment and supplies	Teachers
Setting up rooms	Teachers
Accessing records	Shunta Hunter/ Office Staff
Restoring meal and snack service	Vanessa Orr/ Kim Williams
Obtaining building inspections and licensing approval	Facility Manager: Charles Robinson (214-498-5825) Shunta Hunter
Other:	
Other:	
Other:	
	Contact for Help with Post-Disaster Clean-up
Name	

Street address	
City/state/zip code	
Phone/Fax	
E-mail address	
	CCR&R Contacts (phone, fax, e-mail)
Local	Childcare Group, (214) 905-3521, (214) 631-1943 (fax), Scochran@ccgroup.org
National	NACCRRRA, (703) 341-4100, (703) 341-4101 (fax), naccrra@mail.org
	Licensing Contact (phone/fax/e-mail)
Local	Ramona Evans (214-689-7284)
State	(512) 834-3195
	Evacuation Plan
Evacuation manager & alternate	Robert Qualls
Persons responsible for issuing decision to evacuate	Rickie Rush/ Shunta Hunter/ Charles Robinson
Persons responsible for the first aid kit, medications, and emergency information on each child	Teachers/Office Staff
Persons responsible for ensuring the building is vacant	Charles Robinson
Evacuation site manager and alternate	Charles Robinson/ Robert Qualls
Responsibilities of evacuation site manager	Unlock Doors/ Assist in Transporting Children
Persons responsible for checking attendance	Teachers/ Office Staff
Dates evacuation warning system will be tested annually	At Random Monthly
Person who will locate, copy,	Charles Robinson

and post building and site maps	
Persons who will mark evacuation exits	Charles Robinson
Location of evacuation exits	<p>Main Entrance Front Door</p> <p>Children's "College" Entrance</p> <p>Back Door Emergency Exit (C Hallway)</p> <p>Side Door Emergency Exit (Activity Hallway)</p> <p>Sanctuary Front Entrance (Glenn Lyons)</p>
Dates evacuation procedures will be practiced annually	At random Monthly
Nearby Evacuation Site: Location to which we will evacuate nearby (street address, phone number, contact person, e-mail, fax number)	<p>The Inspiring Body of Christ Church</p> <p>7701 S Westmoreland Rd.</p> <p>Dallas, TX</p> <p>972-572-4262</p>
Distant Evacuation Site: Location to which we will evacuate out of the immediate area (street address, phone number, contact person, e-mail, fax number)	<p>Head Start of Greater Dallas</p> <p>3954 Gannon Ln</p> <p>Dallas, TX 75237</p> <p>(972) 283-6400</p>
More Distant Evacuation Site: Location to which we will evacuate at a far distance (street address, phone number, contact person, e-mail, fax number)	<p>Reed Middle School</p> <p><u>530 E Freeman St, Duncanville, TX</u></p> <p>Duncanville, TX 75237</p> <p>972-708-3500</p>
	Shelter-in-Place Plan
Program manager and alternate	Shunta Hunter, Sherrye Vaden
Program manager responsibilities	Ensure that shelter in place plan is known by all staff members. Ensuring that everyone is accounted for.
Person responsible for issuing all-clear:	Charles Robinson

Storm shelter location	Gym
"Seal the room" shelter locations	Gym/ Sanctuary
Person responsible for maintaining and refreshing emergency supplies	Shunta Hunter
Process for reminding staff to keep personal supplies needed to remain in place	Addressed in Monthly Staff Meetings
Dates warning system will be tested for taking shelter in place	Every Three Months
Dates plan to stay in place will be practiced	Every Three Months
	Communications
How we will communicate our emergency plans to the staff	Monthly Drills & Practices
How we will communicate our emergency plans to the children	Monthly Drills & Practices
In the event of a disaster how we will communicate with the staff	Walkie-Talkie Radios
	Cyber Security
How we will protect our computer hardware	Bryan Qualls and Terrance Neal are Responsible for All Computer Hardware.
How we will protect our computer software	Bryan Qualls and Terrance Neal are Responsible for All Computer Software.
If our computers are destroyed, where we will use back-up computers	Inspiring Body of Christ Church 7701 S. Westmoreland Rd
	Back-Up of Records
Person responsible for backing up critical records including children's records, payroll, accounts, etc.	All Critical Records are Accessible at 7701 Location Terrance Neal/ Bryan Qualls
Where back-up records including a copy of insurance policies, facility plans, bank account records, and computer	All Critical Records are Accessible at 7701 Location

back-ups are stored onsite	
Offsite location of another set of back-up records	The Inspiring Body of Christ Church 7701 S Westmoreland Rd.
How the program will provide for continuity if the accounting and payroll records are destroyed	All Critical Records are Accessible at 7701 Location
	Emergency Contact Information Annual Review
Date the emergency plan will be reviewed and updated	August, 2019



THE SCHOOL THAT FAITH BUILT

LEADERSHIP · FAITH · SERVICE · ETIQUETTE · CHARACTER