University of Dreams at IBOC
Mary L. Rush
Children's "College"

2025 – 2026

Parent Handbook

Pastor Rickie G. Rush, Founder & Visionary

Children's College Director: Sis. Penelope Williams, B.A.

Children's College Director: Sis. Shunta Hunter, M.A.

Director of Education: Sis. Sherrye Vaden, M.Ed.

Administrator: Deacon David Bowens, M.Ed.

The School That Faith Built

"Where We Believe Courageously, Pray Boldly and Dream Endlessly!"

Pastor Rickie G. Rush, D.D.
"A Message From the Visionary"
2025-2026

Dear Parents and Scholars,

The 2025-2026 school year has begun at the University of Dreams at IBOC! This school handbook is intended as an introductory manual where you should find the answers to questions concerning activities, programs, policies, and procedures for the successful operation of our school system.

As a parent, guardian and super-supporter – I want to remind you just how vital you are to your child's education. Our goal, with your help, is that we continue to maintain a safe, secure and fun-loving environment for scholars while providing a high-quality academic instructional program that will promote success for ALL scholars. As we **start** this new school year, I am honored to say, this is a place where" We Believe Courageously, Pray Boldly and Dream Endlessly!" As a Christian school, we thank you for entrusting a large portion of your child's spiritual development to us as we teach faith, leadership, etiquette, character and service.

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. **A hard copy of this last page will be given for your signature. Please return it to your child's Homeroom teacher.**
I am looking forward to a positively blessed 2025-2026 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

Our Anointed U of D School Leaders

Dear Blessed U of D Parents & Guardians,

Welcome to a brand new school year!!!!

We are ecstatic about our U of D team of teaching staff. They are equipped to deliver a challenging elementary program for your child(ren). We believe you will find ours to be a consistent, quality program that speaks to our strong academic and spiritual reputation for sound curriculum, knowledgeable and caring staff.

We are not novices to education and have an excellent history of providing services for families of preschool and elementary scholars for well over fifteen years. We believe in our vision and look forward to instructing your scholar up to 12th grade. You will find that we are forever seeking upgraded methods for delivering instruction and operating in a manner that meets the ever-changing needs of 21st century learners. These are the most important years of your child's growth and development. Through the use of proven effective instructional practices, we continue the process of equipping and molding your scholar to live out the dynamic dream God has planned for their lives. We understand the 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

Sis. Penelope Williams, Children's College Director

Deacon David Bowens, Administrator

University of Dreams at IBOC

Vision Statement

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

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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!

Child Care Regulation/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

Instr. Day ~ Children's College	8:15am – 3:00pm
Breakfast in the Mighty Eagle Cafe	7:15am – 7:45am
Morning Announcements	8:05am
Earliest Drop Off & Latest Pick Up	6:45am / 6:00pm

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.

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.

Arriving Late

Parents should still check in their scholars; teachers will simply mark late arriving scholars as tardy. Scholars are tardy after that time. Please remember that instruction begins at 8:15 a.m.

Leaving Early

Scholars leaving early is understood due to doctor's appointments or family emergencies. Please check out through the Front Desk Receptionist. If a parent knows ahead of time that the scholar will be leaving early, the scholar must bring a note to his/her teacher at least one day prior to leaving early. The scholar will be called out of class when the parent arrives.

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.

Among excused absences are:

- 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.

Business Information

School Hours of Operation

6:45am – 6:00pm

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 Eve, Christmas Day (plus additional days)

Parents will be notified if there is any deviation from this schedule. **Always refer to our U of D School Calendar**.

Chapel

Chapel Worship Service is held every "Worship Wednesday" in our school sanctuary from 8:30 a.m. until 9:00 a.m. Our scholars will continue to teach us biblical lessons with their awesome teachers. We F.L.E.C.S.! That is, we demonstrate Faith, Leadership, Etiquette, Character and Service. Your children enjoy singing praise songs, learning about Jesus and exhibiting Christian character, conversation and conduct.

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. 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

Curriculum

We are a Christian school and we use the Standard Abeka Curriculum along with CIRCLE Curriculum from CLI. 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. Developmental Milestones Checklists will be used to assess the scholar at the beginning of the school year and again at the end of the school year.

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
- 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.

Accommodations for Families

This document outlines our program's policy and process in supporting families and children who may need additional accommodation, including home language, differing abilities and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the general public and in the parent's primary language. We will do our part in meeting your child's needs for required accommodation.
Below are ways that our program will partner with families:

1. If specific therapies are needed during the day while the child is in our care, we will provide space to accommodate sessions.
2. Participation in all comprehensive care meetings if needed.
3. Complete supporting documentation from authorized medical professional for any accommodations related to child's physical or developmental needs.
4. Provide materials and resources in parent's/child's primary language.
5. Provide opportunity for cultural inclusiveness by hosting cultural events throughout the year.

Dress Code for Scholars

The University of Dreams at IBOC scholar dress code is established to instill pride, uniformity, discipline and respect for themselves and their peers. Uniforms are to be worn Monday-Friday. **All uniform shirts are sold at our Front Desk.**

Here's our shirt line-up for the school year. (K4 –& up)

Monday – **All** School Shirt Jesus Journey t-shirt
Tuesday – **All**– Gold Polo with school crest
Wednesday – **All** Chapel Attire (or White polo)
Thursday – **All** – Royal Blue Polo with school crest
Friday – **All** School spirit t-shirt (*Purchase for $5 at the receptionist area)

The following dress code guidelines also apply.

- All shirts must be tucked in.
- Earrings may be worn by female scholars only; No male scholar, for any reason, is allowed to wear earrings to school. Infants to K3 female scholars are **not** allowed to wear hoop earrings – only studs.
- Dresses or skirts may not be shorter than fingertip length above the knees
- Shoes must fully cover and protect the toes and heel of the foot. (no Crocs, no sandals, no slides or flip flops)

Scholars who continuously or purposely violate the dress code will be given a Dress Code form for parents to sign and return to the school. Please note the following Guidelines:

SLACKS and PANTS	• full length • fastened at the waist • belt must be worn with pants that have belt loops
Skirts, Jumpers	• knee-length or longer

Acceptable Materials	**Colors for Pants Slacks, Jumpers**
• cotton • polyester • linen • twill • corduroy • canvas	• solid khaki • solid navy
SHIRTS, BLOUSES-STYLE	**Color for Shirts, Blouses**
• long or short sleeves • polo-style • tucked into pants or skirt	• royal blue • gold • white

SHOES – STYLE	
• rubber soles • loafers acceptable • dress shoes • other closed-toe and closed-heel shoes • **No** Crocs, sandals, slides, flip-flops)	
Jacket/ Sweater / Vest Style	**Color**
• must be worn over an approved shirt	• solid blue (royal) • solid black • solid gray

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 will be signed in electronically in, Lillio (formerly HiMama), our attendance system by the classroom teacher.

Any time a scholar is picked up from school, only those persons listed on the Authorized Pick Up 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.

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.

Emergencies

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.

- 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
- Authorization for Pick Up (also for contacts when the parent cannot be reached)
- Health reports – Allergy/Asthma Forms
- Non-prescription medication form
- Child assessment form
- Scholar supply list
- Copy of an incident/illness report
- Infant formula form (Infants only)
- W.I.C. program information
- Media Release Form

Needed from home

- Birth certificate copy
- Social security card copy
- Current 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 (please see Financial Responsibility of Parents)
- Behavior issues with the child or parent (please see Addressing Challenging Behaviors)
- 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 Channel 8. Typically, in cases of inclement weather, we follow Dallas ISDs closing schedule.

Field Trips

The planning of all field trips/experiences will take all health and safety precautions for all scholars and staff in attendance.

Outdoor Play

Outdoor play, weather permitting, as specified in §746.2206 of the Texas Minimum Standards

Outdoor play provides for greater freedom and flexibility, fuller expression through
loud talk, and a greater range of active movement. Outdoor play also extends
opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space.

A minimum of two daily opportunities for outdoor play, weather permitting (between 65 and 85 degrees F.), in which a child makes use of both small and large muscles:
*Infants birth through 12 months of age will engage in outdoor play for an
amount of time as tolerated by the infant.
*Infants 13 months through 17 months of age, toddlers, and pre-kindergarten
age children will engage in outdoor play for a minimum of 60 minutes daily (30 minute intervals).
*When weather does not permit outside play, children have their active playtime in the Mighty Eagle gym or the Indoor Playroom.

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 child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care 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 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 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 court house 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 child care 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.

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/ DFPS 8/31/2009

Illnesses

One component to providing a safe environment is to ensure that the environment is as healthy as possible.
If any child meets any of the following criteria, exclusion from care is required:

- Illness prevents the child from participating comfortably in child care 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 child care center's activities)
    1. Oral temperature above 100 degrees accompanied by behavior changes or other signs/symptoms of illness
    2. Armpit temperature above 99 degrees
    3. Any symptoms and/or signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hrs., rash, rash with fever, mouth sores with drooling, behavior changes

Communicable Diseases

- Purulent conjunctivitis (pink eye) until on antibiotics for 24 hours
- Impetigo until 48 hours after treatment
- Strep throat until 48 hours after treatment
- Head lice until after treatment and all nits are removed
- Chicken pox until all lesions have dried and healed
- 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 **WITHOUT** medication
- 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 form "Administering of Medication form" for any type of medicine to be administered by the health care assistant or directors. **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.**

Scholar Vision and Hearing Screenings

Each school year our K4 and K5 scholars have a vision and hearing screening on campus if they have not receive a screening from their pediatrician.

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]						
Diphtheria, Tetanus, Pertussis[3]			DTaP	DTaP	DTaP	see footnote[3]	DTaP				DTaP
Haemophilus influenzae type b[4]			Hib	Hib	Hib[4]	Hib					
Pneumococcal[5]			PCV	PCV	PCV	PCV				PPSV	
Inactivated Poliovirus[6]			IPV	IPV	IPV						IPV
Influenza[7]					Influenza (Yearly)						
Measles, Mumps, Rubella[8]						MMR		see footnote[8]			MMR
Varicella[9]						Varicella		see footnote[9]			Varicella
Hepatitis A[10]						HepA (2 doses)				HepA Series	
Meningococcal[11]										MCV4	

Range of recommended ages for all children

Range of recommended ages for certain high-risk groups

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, colds and mitigate the spread of COVID-19 & other variants, the University of Dreams Children's College sanitizes our facility throughout the day and evenings. Scholars, Faculty and Staff are following the 3Ws: **W**ash your hands, **W**atch your distance and **W**ear your mask (when needed).

Managing Scholar Behavior

Children's "College" believes that managing scholar 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 works 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 in managing behavior and recurring challenging behavior by:

1. Reminding scholars of our behavior expectations daily
2. Redirecting negative behavior using positive statements
3. Using brief, supervised separation from the group
4. If challenging behavior persists, a discussion will be carried out with parent regarding a two-four-week trial period.
5. All occurrences will be recorded and shared with parents. Confidentiality will be respected and information will only be shared with concerned parties.
6. At the end of trial period, if behavior has not been resolved, the parent will be notified about their child's need for alternative childcare arrangements.
7. Parents may be advised to refer their child to other professional services, Early Childhood Intervention (ECI). These services can assist parents in identifying if their child requires additional services and support.

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 standard §746.2803 & §746.2805 www.hhs.texas.gov for child care centers.

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.

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. We ensure safe meal practices. We do not serve food hotter than 110 degrees.

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 (Parent's Choice 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 first name and last initial on them.**
We have a designated area for nursing mothers. Please ask Directors for assistance.

Parent Conferences

Parent-Teacher conferences are encouraged. **There are two scheduled parent conferences during the school year; fall and spring.** If the teacher feels an additional conference(s) is necessary, the school will contact the parent. If for any reason a parent wishes a conference with the teacher, the parent should contact the Directors for coordination with the teacher.
Teachers are not allowed to be interrupted during class instructional time for parent conferences.

When parents have concerns or issues, they are encouraged to discuss those matters with the classroom teacher, if at all possible, first. If the situation is not resolved, parents are encouraged to address the matter with Directors. Teachers, administrators, and parents share common goals for creating the best learning experiences for scholars.

Parental Involvement

We approach our parents as partners in the growth, development, and well-being of our scholars. We ask parents to continue being a constant source of encouragement for scholars. Please designate a special, comfy Homework Station with materials readily available for use. When possible, please read a book your scholar is interested in and ask them some cool questions.

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 U of D School Leaders and Pastor Rush, via text, please OPT IN by sending a text to the number 64779 with the word "Yes" in the body of the text.

We also use Lillio as a form of parent communication as well. The communication platform is a tool used to engage families and give updates on their scholar's daily routines and activities.

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.

Safety Of Scholars

University of Dreams Children's College provides armed security 24 hours a day / 7 days a week. Your scholars are safe as NO visitors or guests are allowed on campus (with the exception of delivery personnel, school therapists or state and local authorities).

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. 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.

Financial Responsibility Of Parents

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. Please see Fee Schedule & Enrollment Agreement regarding fees, late payments and refunds. All tuition is paid online at Myprocare.com.

Non CCS participant's weekly tuition is due every Monday. CCS participant's copay is due on the 1st of each month.

Withdrawal of a Scholar from School – Please Give (2) Two Week Notice

You must complete a withdrawal form and the tuition balance must be zero. Only then will scholar records be released. Monies owed at the end of the school year and not paid will result in scholar records being held.; as well as placing the scholar's next year's enrollment on permanent hold, until payments are received in full.

Academic Programs

Graduation

Each year our K4 classes graduate to the K5 and K5 classes to first grade. This program is held at the end of May. This is one of the most memorable moments of your child's preschool career. Information will be sent home 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. (We have a designated area for nursing mothers. Please ask Directors for assistance.)

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 and use the food you provide. 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 a wide array of fun things to engage in, 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. Scholars under two years old do not have screen time in their class.

K2 and K3

During the first six weeks, much time is spent helping the two and three year olds adjust to school. It is very important that good habits such as staying in chairs, using efficient procedures for lining up, and following instructions for the first time are established at the beginning of the school year. Around the seventh week of school, a new schedule will begin. Two year olds may sit and listen to phonics lessons and will soon learn to color, do free art, and play quietly. Three year olds will practice their writing and numbers. Their daily schedule will consist of the following lessons: inside play, Bible, language development, colors and shapes, skills development, story time, outside play, poetry, nursery rhymes, music puzzles, numbers, and art. Two year olds and older, may have daily screen time in class (30 min or less) as a supplement to a lesson being taught. K3 scholars have access to the ESports Lab to learn the fundamentals of technology, using a mouse and keyboard.

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. K4 scholars have a scheduled Technology Class 30 minutes twice per week.

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. Scholars learn visual perception skills, motor coordination, and listening skills. During language enrichment they learn about positional words and opposites, rhyming words and analogies, drama, and poetry. 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. K5 scholars also have a scheduled Technology Class 30 minutes twice per week.

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)
- Two complete changes of clothes to be left at the Children's "College"
- At least two **plastic** bottles with caps, labeled with your child's full name (0-11 mos.)
- At least one **sippy** cup labeled with the child's first name and last initial (12-17 mos.)

Toddlers-K5 Supply List

- Wipes
- Body Wash
- Lotion
- Package of underwear
- Two extra changes of clothing (including socks) labeled with the child's name
- Child size blanket labeled with the child's name
- Child size face masks and hand sanitizer
- Comb & brush labeled with child's name

Emergency Preparedness Plan

	Child Care Program Information	
Name of program	**University of Dreams at IBOC Children's "College**	
Street address	**7710 S. Westmoreland Rd.**	
City	**Dallas**	
State	**Texas**	
Zip code	**75237**	
Telephone number	**972-572-4262**	
E-mail address	**s.hunter@universityofdreams.org**	
	Primary and Secondary Emergency Contact at Child Care Program	
Name	**Shunta Hunter**	**Sherrye Vaden**
Telephone number	**214-725-5409**	**214-725-8439**
Alternate telephone number	**972-572-4262**	**972-572-4262**
E-mail address	**s.hunter@universityofdreams.org**	
Telephone number outside of area		
	Emergency Contacts	
Emergency First Responders	911	
Director (if not on site)	**Hunter 214.725.5409**	
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	**Acord 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 David Bowens**
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	**Sherrye Vaden**

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	**Reginald Dorsey/Vanessa Orr**
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	**Facility Manager: Charles Robinson**
Street address	**7710/7701 S. Westmoreland Rd**
City/state/zip code	**Dallas, TX 75237**
Phone/Fax	**(214-498-5825)**
E-mail address	
	CCR&R Contacts (phone, fax, e-mail)
Local	Childcare Group, (214) 905-3521, (214) 631-1943 (fax), Scochran@ccgroup.org
National	NACCRRA, (703) 341-4100, (703) 341-4101 (fax), naccrra@mail.org
	CCR Inspector Contact (phone/fax/e-mail)
Local	**Rasheta Eatmon (817-402-2480)**
State	**(512) 834-3195**

	Evacuation Plan
Evacuation manager & alternate	**Charles Robinson / Shunta Hunter / Sherrye Vaden**
Persons responsible for issuing decision to evacuate	**Rickie Rush / Shunta Hunter/ Sherrye Vaden / 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/ David Bowens**
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, and post building and site maps	**Charles Robinson**
Persons who will mark evacuation exits	**Charles Robinson**
Location of evacuation exits	**Main Entrance Front Door** **Children's "College" Entrance** **Back Door Emergency Exit (C Hallway)** **Side Door Emergency Exit (Activity Hallway)** **Sanctuary Front Entrance (Glenn Lyons)**
Dates evacuation procedures will be practiced annually	**At Random Monthly**
Nearby Evacuation Site: Location to which we will evacuate nearby (street address,	**The Inspiring Body of Christ Church** **7701 S Westmoreland Rd.**

phone number, contact person, e-mail, fax number)	**Dallas, TX** **972-572-4262**
Distant Evacuation Site: Location to which we will evacuate out of the immediate area (street address, phone number, contact person, e-mail, fax number) ***To Be Updated***	**Head Start of Greater Dallas** **3950 Gannon Ln** **Dallas, TX 75237** **(972) 283-7700 Rhonda Daniels**
More Distant Evacuation Site: Location to which we will evacuate at a far distance (street address, phone number, contact person, e-mail, fax number)	**Reed Middle School** **530 E Freeman St, Duncanville, TX** **Duncanville, TX 75237** **972-708-3500**
	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	**N/A**
"Seal the room" shelter locations	**Gym/ Sanctuary**
Person responsible for maintaining and refreshing emergency supplies	**Shunta Hunter / Deacon Robinson**
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 back-ups are stored onsite	**All Critical Records are Accessible at 7701 Location**
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 2026**

COVID-19 & Other Variants

Our overall goal is to protect the health and safety of all individuals (on the campuses of Inspiring Body of Christ Church and University of Dreams at IBOC) from the threat of the COVID-19 virus and other variants. We believe we are healed, according to 1st Peter 2:24 and Isaiah 53:4-5. We also believe that we are blessed in this world with physicians and other health organizations that guide us in making sound decisions for our church employees, church members, U of D faculty, staff, scholars and parents.

Family Orientation Checklist
Mary L. Rush Children's College

Name of parent(s)/guardian(s): _____

Child's Name(s): _____

I have received information on the following: Please initial and sign below.

□ Tour of the facility _____

□ Introduction to the staff _____

□ Parent visit with their child's classroom caregiver/teacher _____

□ Overview of the parent handbook _____

□ Policy for arrival and late arrival _____

□ Opportunity for an extended visit in the classroom by both parent and child for a period to allow us both to be comfortable _____

□ An explanation of the Texas Rising Star Quality Certification Program _____

□ Encouragement to parents to share elements of Child Care Services (CCS) enrollment so that the provider may assist, if applicable _____

□ Family support resources and activities in the community _____

□ Information on child development and developmental milestones provided _____

□ Family is informed of the significance of consistent arrival time. Children should arrive before the educational portion of the program begins to limit disruption. Consistent routines prepare children for the transition to kindergarten. _____

□ Statement shared with family about limiting technology use on-site (e.g. refrain from cell phone use) in order to improve communication between parents and staff and parents and children. It is best if parents are not distracted by use of electronic devices while at the center/home. _____

□ Statement is shared with parents reflecting the role and influence of families. _____

□ Acknowledgement of liability insurance _____

□ Emergency Preparedness Policy _____

_____ _____
Parent/Guardian Signature Date

_____ _____
Director/Assistant Director Signature Date

University of Dreams at IBOC
Mary L. Rush Children's "College"

"The School That Faith Built"
7710 S. Westmoreland Rd
Dallas, Texas 75237
Phone: (972) 572-4262 Fax: (972) 709-3888

Parent/Scholar Handbook
2025–2026

"PLEASE SIGN AND RETURN THIS PAGE TO YOUR CHILD'S TEACHER"

I have read and understand the guidelines, policies, and procedures provided in the Parent/Scholar Handbook of University of Dreams at IBOC. I agree to adhere to all policies and procedures stated in this Parent/Scholar Handbook. I have received a copy online and I will refer to it as needed.

Scholar Name_____ Grade: _____

Parent Printed Name: _____

Parent Email _____ Phone# _____

Parent Signature_____ Date_____