

DOMINION LIFESTYLE ACADEMY

Enriching children's lives through personal care & quality programs



OPERATIONAL POLICIES

A Ministry of Christ Tower Ministries International for Children up to 12yrs

Operational Policies



Dominion Lifestyle Academy

14030 Beechnut Street, Houston, TX 77083

Ph: 281-606-2780 | Fax: 281-293-9583

Email: dla@dominionlifestyle.org | Web: dominionlifestyleacademy.com



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A Welcome Message from the Pastor

Dear Parents,

We are delighted to welcome you and your child to Dominion Lifestyle Academy where we raise pacesetters and role models!

Our goal is to provide a nurturing environment and a solid foundation for your child to develop spiritually, academically, physically and socially. By the help of the Holy Spirit, we stand on five core values which are:

- **Righteousness**
- **Integrity**
- **Dominion**
- **Love**
- **Excellence**

We believe in God's Word which instructs us to "Train up your child in the way he should go and when he is old, he will not depart from it." (Prov. 22:6). Therefore, our mission is to train up children, who will stand out, stand tall and stand firm in all facets of life and reign in absolute dominion in Christ.

We invite you and your child to this exceptional journey and welcome you, with great joy, to experience the dominion lifestyle!

In His service,



Toye Ademola



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GENERAL OVERVIEW

We are dedicated to providing quality care and education for children ages 6 weeks to 12 years old. We have certified teachers and caregivers in each classroom with an assortment of educational background and experiences in the child care area. We maintain a low student/teacher ratio and our staff are committed to providing a nurturing and loving environment, while doing all things in excellence and integrity.

MISSION STATEMENT

To raise pacesetters and role models who will live in absolute dominion & prosperity (physically, spiritually, mentally, morally & socially) in Christ. Gen 1:28.

HOURS OF OPERATION

The Academy is open from 6:30 A.M. to 6:00 P.M. Monday through Friday, year round, with the exception of published holidays and staff development days. Please refer to our school year calendar for details.

HOLIDAYS

The Academy will be closed for the following holidays or the day the holiday is observed: New Year's, MLK, Good Friday, Memorial Day, 4th of July, Labor day, and 2 days for the Thanksgiving and Christmas holidays. Elementary school holidays vary slightly, see details on the annual school calendar. Tuition deductions will not be made for these holidays.

CLASSES **Class placement is determined with age as of Sept. 1st and results of the class placement test*

PRESCHOOL: Infants (6wks-17mths), Toddlers (18-23 months), Pre-K2 (24-35 months), Pre-K3 and Pre-K4

ELEMENTARY: Kindergarten, future addition of 1st grade and higher

BEFORE & AFTER-SCHOOL: 5-12 years old

SUMMER CAMP: Infants to 12 years old

Before/After-School Program

In the before & after-school program, we offer pick-up & drop-off bus service to/from schools within a 5-mile radius. After pickup, we provide students a late afternoon meal along with snacks. We also provide assistance with homework and enrichment programs (math, computer and book clubs).

Summer Camp

During Summer Camp, we offer a variety of activities for children ages 6 weeks to 12 years old. They include enrichment classes in piano, dance and swimming, field trips to some of the most popular Houston-area attractions and educational facilities, on-campus field trips, life skills classes, book club as well as tutoring in math, reading, computer, science and Spanish.

CURRICULUM & PROGRAMS

Our goal is to raise pacesetters and help children reach their highest potential. ABeka, a Christian based program that has been in existence for over 50 years, is designed to help us accomplish just that. The curriculum is stimulating and reflects a Christian worldview while keeping learning lively, interesting and memorable for young learners. Weekly Reader Science Periodicals are used as a Science supplement in Pre-K4 & higher grades, while High Reach is used in the infant classes.

Included in our daily instructional period are Language Arts, Numbers, Number concepts, Bible, Science, Poetry, Music, Arts & Crafts, Manuscript & Cursive Writing, Phonics, Reading and classes in Physical Education, Spanish, Computer basics and Music basics.

Following is an overview of the curriculum for each class:



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TODDLER – PRE-K5 CURRICULUM OVERVIEW

| | LANGUAGE ARTS | NUMBERS | SCIENCE | SOCIAL STUDIES | BIBLE | MUSIC, ARTS & CRAFTS |
|---------|---|--|--|--|---|--|
| TODDLER | Language development and listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners, science | Simple counting 1-15, Number concepts 1-5 | N/A | N/A | Bible Lessons, Memory verses, various Hymns & Choruses | Traditional and Fun Songs |
| PRE-K2 | Language development and listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners, science | Simple counting 1-25, Number concepts 1-10 | N/A | N/A | Bible Lessons, Memory verses, various Hymns & Choruses | Traditional and Fun Songs |
| PRE-K3 | Language development and listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners and science | Simple counting 1-30, Number concepts 1-15 | Supplemental Life cycle of organisms, organisms and environments Personal Health, Changes in Earth and Sky Characteristics of Organisms Objects in the sky | Supplemental School: Individuals, groups and institutions, People, Places and Environments Thanksgiving: Time, Continuity, and Change, People, Places and Environments Holidays: Culture, Civic ideals and practices, Power, Authority and governance | Lessons such as Creation, Noah, Boy Samuel, Daniel, Boyhood of Jesus, Zachariah, The Good Samaritan | Traditional and Fun Songs, Colors, Shapes, Following directions, hand-eye coordination |
| PRE-K4 | Phonics and Reading: Recognition of name, sound, picture of long and short vowels and consonants. Sounding of blends and one- and two- vowel words. Reading of sentences and stories with one- and two- vowel words Curative Writing: Formation of letters blends and words. Writing of first name Poetry: Twenty-eight poems and finger plays committed to memory Language: Language development and listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners, science | Number recognition, Counting 1-100 Number concepts 1-20, Numbers before and after 1-20. Numbers largest and smallest 1-20, Additional facts 1+1, 2+1, 3+1, 4+1, 5+1, 6+1, 7+1, 8+1, 9+1 | Supplemental Life cycle of organisms, organisms and environments Personal Health, Changes in Earth and Sky Characteristics of Organisms Objects in the sky | Supplemental School: Individuals, groups and institutions, People, Places and Environments Thanksgiving: Time, Continuity, and Change, People, Places and Environments Holidays: Culture, Civic ideals and practices, Power, Authority and governance | Lessons such as Creation, Noah, Boy Samuel, Daniel, Boyhood of Jesus, Zachariah, Good Samaritan. Includes memory verses, hymns and choruses | Traditional and fun songs, Development of motor skills in drawing, coloring, cutting and gluing |
| K5 | Phonics and Reading: Recognition of name, sound and picture of long and short vowels and consonants. Sounding of blends, one- and two- vowel words, and words with special sounds. Beginning phonics rules and special sounds. Reading of sentences and stories from twelve books containing one- and two-vowel words and special sounds Curative Letters : Letters, blends, words and sentences, Writing name Language: Recognition of sentences by capital letters and periods Poetry: Thirteen poems committed to memory | Number recognition, counting and writing 1-100, Number concepts 1-100, Numbers before and after 1-100, Numbers largest and smallest 1-100, Counting and writing by tens to 100, Counting and writing by fives to 100, Counting and writing by twos to 100, Number sequences by ones, Using number words 1-10 and first-tenth, Value of coins and dollar bills, Telling time, Using the calendar, Days of the week, Addition facts through 10, One-step story problems in addition, Beginning subtraction | Plants: Gods Plan for Seeds Animals: God's plan for Animals, God's plan for the Seashore Health and human biology: God's plan for Me Earth and space: God's plan for Weather, God's plan for Seasons Supplemental: Life cycle of organisms, organisms and environments, Personal Health, Changes in Earth and Sky, Characteristics of Organisms, Objects in the sky | Community Helpers, Children of the World, America: Our Great Country (map studies, famous Americans and places) Supplemental: Individuals, groups and institutions People, Places and Environments Thanksgiving: Time, Continuity, and Change People, Places and Environments Holidays: Culture, Civic ideals and practices Power, Authority and governance | Memory Verses Bible Doctrine Lessons such as Salvation Series, Genesis, Life of Christ, Hymns, Choruses | Traditional, Patriotic, Fun Songs Basic art concepts and further development of coordination/motor skills |



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APPLICATION & ADMISSION PROCESS

Enrollment is on a yearly basis for the school year which begins in August. Early registration for all students begins in spring. DLA offers a Full-time program and does **not** accept part-time enrollments. We believe our students gain the most from our academic program when attendance is regular and consistent.

ADMISSION REQUIREMENTS

The following must be completed as part of the registration process:

1. Completed **Application for Admission packet**
2. **Admission interview:** DLA policies orientation for parents
3. **Class placement test:** In addition to the age requirement (child's age as of September 1 of the school year), a skills test will be administered to determine class placement for all new students
4. **Registration fee:** Due with completed Application for Admission packet. This fee is non-refundable
5. **Curriculum fee:** Covers the cost of student books and class supplies. This fee is non-refundable once the materials are ordered and/or labeled for the student.
6. Students applying for admission into **1st Grade or higher** must provide the Academy with a report card of the last course work completed from a previous academic institution, showing that the child successfully completed the course work **and** is promoted to the next grade.

The admission interview and class placement test will be scheduled by the DLA office in person or by phone.

FINANCIAL POLICIES

Pre-school Tuition is billed and **due in advance** on a weekly, bi-weekly or monthly basis.

Elementary Tuition is billed yearly and due in 10 installments. The first payment is due on the 1st day of school, then monthly on the 1st day of the month from October to May.

Our **preferred method** of tuition payments is through automated withdrawals or online payments from a checking or savings account using the **Tuition Express** service. Automated withdrawals are initiated on Mondays; and reflected in bank accounts on Tuesdays. A **handling fee** of \$5 is charged monthly for parents who opt to pay with cash, checks or a credit/debit card (**Discover & AMEX not accepted**). *Parents are required to leave a voided check on file as part of our financial agreement.*

Payment Plans and Payment Deadlines

Monthly: Payment is due on the 1st of the month and late after the 2nd day of the month

Bi-weekly (Preschool only): Payment is due every other week on Mondays and late after Tuesday. Parents who select this payment option should inquire about the billing schedule from the DLA office.

Weekly (Preschool only): Payment is due weekly on Mondays and late after Tuesday

NCI Payment Plans

Monthly: Parent fee is due on the 1st of the month and late after the 2nd day of the month

Bi-monthly: Parent fee is split into 2 equal payments due on the 1st and 15th

Weekly: Parent fee is split into 4 equal payments due weekly on Mondays & late after Tuesday

Late Fees

Tuition: Tuition unpaid **in full** as specified above will incur a late fee of \$25, *no exceptions*

Late Pick-up: A fee of \$1 per minute is charged for students picked up after 6:00 p.m.

After-Care: Elementary students not enrolled for after-care and not picked up by 4pm will incur an after-care fee of \$7 each day the child is picked up late

**DLA reserves the right to terminate enrollment of students who are repeatedly picked up late.*

NSF charge

A \$25 fee is charged for payments declined by the bank due to insufficient funds.

Absences

Pre-School (Infants - Pre-K4): Students with 0-1 day attendance in a week are required to pay 50% of the weekly tuition. Children present 2 or more days are required to pay the full weekly tuition.

Extended Absences: Parents are required to pay a 50% reservation fee to secure their child's enrollment for each absent week. Parents who do not pay the reservation fee will be required to re-register and pay the full registration fee before the student resumes to school.



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Elementary (Pre-K5 & Higher): No deductions for absences or holidays. No exceptions.

Summer Activity Fee

This fee is charged monthly during the 3 Summer Camp months. It covers the cost of field trips and supplies, but excludes Enrichment & Tutoring class costs.

TUITION DISCOUNTS

Siblings: DLA grants a 10% sibling discount. Discount is applied to the lowest child's tuition.

Referrals: As our way of saying THANK YOU, DLA grants a 10% discount off **one weeks' tuition**, for each child referred by our parents to DLA. A 10% discount is applied at the end of each full month the referred child is enrolled full-time at DLA: maximum of 5 credits applied over a period of 5 consecutive months. The referral discount is applied to the lowest child's tuition.

ATTENDANCE

Elementary school: Students are expected to be in school by **8:00am daily**. Students are **tardy at 8:05am** and will be given a tardy slip. 4 tardy slips will be recorded as one absence on the students' report cards. Students with **11 or more absences** during the academic school year will not be eligible to graduate. Exceptions will be considered on a case by case basis for emergencies only. The school day ends at **3:45pm**; parents who pick-up after 4 pm will be responsible for after-care fees.

Pre-school: Students are expected to be in school by **8:25am daily**. Students are **tardy at 8:30am**. The school day ends at **6pm**.

STUDENT WITHDRAWALS

Intention to withdraw a child must be made in writing and submitted to the school office one week in advance of the withdrawal date. If one week notice is not given, parents will be required to pay an additional weeks' tuition.

Note: Students who have attended more than one day of any week will owe the full week's tuition.

TERMINATION OF ENROLLMENT

One of the priorities of the Academy is to help all students adjust to the daily program with parent involvement where necessary. If, after several attempts, the Academy determines that a child is unable to adjust to the daily program or has behavioral challenges, the child's enrollment may be terminated. Parents will be given one week's notice. In addition, DLA also retains the right to terminate enrollment if any of the policies within this book are repeatedly violated.

RELEASE OF CHILDREN

Parents must sign their child in and out on a daily basis using our computer login system. Children will only be released to parents or authorized persons listed on the admission form. No child will be released to persons not listed on the authorized pickup list. Written and Verbal permission is mandatory for release of children to persons not listed on the authorized pickup list. DLA staff MUST verify the identity of the person using a picture ID such as a driver's license. If written permission is not provided, the parent will be called to verify change in pickup plans. If staff is not satisfied, the child will NOT be released. No child may be picked up by anyone under the age of 16.

Drop off & Pick up Procedures: To ensure minimal interruption during classroom instruction & enhance supervision, parents are asked to: a) Drop off students at the front desk with a DLA staff b) Patiently wait at the front desk to Pick up students, while DLA staff get their child from class. With the exception of Infants, parents are not allowed to go into the classrooms during regular hours of operation, except for scheduled parent/teacher conferences.

Elementary Student Release: Elementary students who are dismissed at 3:45p.m. (no after-care) can be picked up at the front desk. At 4:00pm, remaining students will be combined with the after-care & after-school classes and parents will be charged the applicable after-care fee for the day.

PARENT / TEACHER CONFERENCE

During the academic school year, 2 weeks will be set aside for Parent / Teacher conferences (1st & 3rd quarter). The purpose of these conferences is to discuss student progress, major milestones, challenges & expectations



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with parents/guardians. The conferences are very important as they aid in the joint responsibility shared between the Academy and parents in the education & development of each child, as a result, attendance is highly encouraged. Conferences are scheduled in 15 minute intervals. Teachers will communicate with parents via email or make sign-up sheets. For conference dates, refer to the school year calendar. Note: Conferences can be scheduled outside of these 2 weeks as needed.

PARENT COMMUNICATIONS

DLA uses various methods of communication to keep parents abreast of happenings in the school or to pass along pertinent information. We ask that parents pay attention to ALL messages shared using the following methods:

Newsletters: Issued monthly with information on upcoming events, classroom activities, early dismissals, school closing, general information for parents, etc.

Email: Parents who provide us email addresses will receive most communications using this means. Examples: Newsletters, account statements, food menus & important memos.

Procare check-in/out message: Mainly used to pass urgent information to parents. Message is viewed during sign in/out on our computers at the front desk. Please read all messages.

Memos: Used to pass on general or family-specific information; sent home in child's backpack.

DLA Office and Class Emails: Using this medium, we welcome open communication with the office or your child's teacher regarding any questions you may have or just to request information

- DLA Office: dla@dominionlifestyle.org
- Infants to Pre-K2: staff@dominionlifestyle.org
- Pre-K3: K3teacher@dominionlifestyle.org
- Pre-K4: K4teacher@dominionlifestyle.org
- Kindergarten: K5teacher@dominionlifestyle.org

MEALS

We create fun and nutritious meals by using the USDA and State guidelines. Along with breakfast, we provide hot lunches and a variety of snacks served twice a day. The cost of meals and snacks is included in the tuition. Menus are available for our parents in the school office. We ask that parents alert us to any food allergies their child may have. Substitutions can be made if necessary. Any changes that may go against the nutritional requirements we maintain with the State need to be given to us in writing by a physician.

Meal Times

Breakfast is served daily from **7:30am to 7:50am**. Lunch is served between **11:30am to 12:30pm**. Parents of students who arrive late may sit in the cafeteria with their child for the duration of the meal. Eating is **NOT** permitted in the classrooms, with the exception of the infant classroom.

Breastfeeding Mothers

Nursing mothers are welcome to sit inside the Infant class or the Nursing Mothers room to breastfeed their babies.

CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

We participate in the Child Food Program of Texas (CACFP), which allows us benefit from the government funded USDA grant and keep tuition costs reasonable. The purpose of the CACFP is to provide nutritious meals and snacks to organized day cares, private schools, adult day care and day homes that abide by the USDA guidelines.

Delicate financial information will be requested from you and used by the CACFP to determine the amount of funding we receive. The process places children in the free, reduced-paid, or paid meal category, based on household income i.e. the higher the income, the lower the subsidy and vice versa. In other words, it doesn't matter how much or how little the family income is, DLA will be eligible for the subsidy, but only for parents who complete the forms.



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The required forms for participation in the CACFP are enclosed in the DLA Application for Admission packet. Please fill out these sheets thoroughly with all requested information. If there are any questions or concerns, please feel free to discuss them with the DLA administrative personnel. **Thank you for your support!**

HEALTH REQUIREMENTS

Students must meet the health requirements established by the Texas Department of Health & Human Services at the time of enrollment. In order to meet these requirements, we must have the following on file prior to the first day of school:

- A signed health statement from a licensed physician (form included in admission package)
- Yearly hearing and vision test results for children age 4 years and older
- A current written and dated immunization record for all students, except School age students whose immunization records may be maintained by the child's school

HEALTH/ILLNESS POLICY & GUIDELINES

If a child comes to school when he/she is not feeling well, he/she will be more vulnerable to infection. It is in the best interest of your child and of the other children at DLA to keep your child at home when he/she is ill or feeling too badly to attend or remain in school. A child needs to be well to be able to participate actively in the daily program.

Guidelines

- After a fever, temperature **must be normal (98.6)** for **24 hours** before student returns to school
- If a child is well enough to come to school, we will expect him/her to go outdoors with his/ her class, weather permitting
- Often, children may ask to come to school even though they are ill. Although your child may be disappointed, please keep him/her at home if he/she is sick
- If your child becomes ill or sustains injury while at school, you will be notified. If your child is not deemed fit to remain in school, please cooperate by picking up your child **within the hour**. We will not call unless your child needs to be at home. If we cannot reach you, we will attempt to reach the emergency contacts listed on your child's records.
- If the staff and parent/caretaker feels the child needs urgent care, the staff will take the appropriate action as outlined in the Admission Form and as instructed by the parent as long it meets the guidelines in the "Minimum Standards for Child-care Centers"

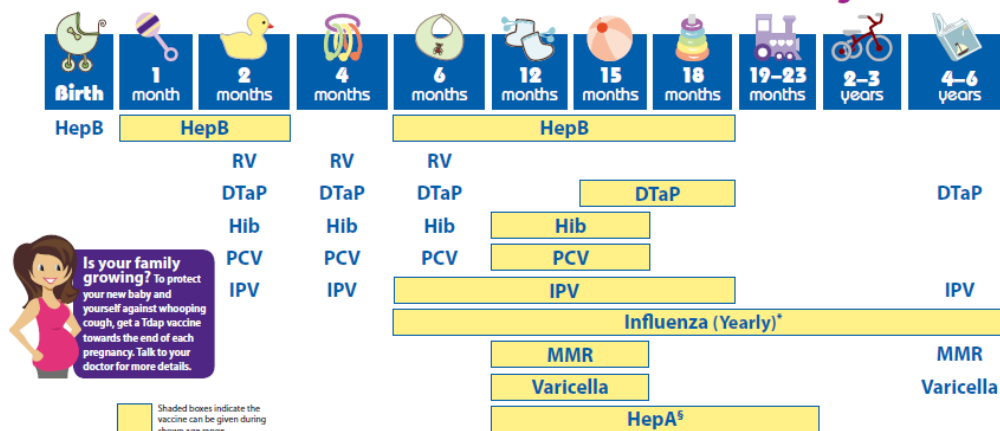
To protect all children's health, please keep your child home if he/she displays any of the following symptoms:

1. Fever (99.4°F or above), or has had one during the previous 24-hour period
2. Diarrhea, or has had diarrhea during the previous 24-hour period
3. Has vomited during the previous 24-hour period
4. Bronchitis symptoms, including hoarseness and/or cough
5. A severe cold that is accompanied with a fever and nose drainage
6. Heavy and or green/colored nasal discharge
7. Constant sneezing or a persistent cough
8. Skin eruptions or rash that has not been diagnosed by a doctor
9. Impetigo, chicken pox, measles, pink eye, or whooping cough

IMMUNIZATION

We implore parents to keep their child's immunization up to date at all times. Below is the recommended schedule published by the U.S. Department of Health and Human Services – Centers for Disease Control and Prevention. Parents will be notified of missing immunization requirements. Provide the Academy with an updated copy of the immunization records after every shot is taken.

2013 Recommended Immunizations for Children from Birth Through 6 Years Old





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ALLERGIES

Parents should notify the school immediately of all food and environmental allergies. Please provide written document of any and all allergies.

MEDICATIONS

- All medication must be in the original container and have the child's name on it.
- Prescription medication must display the child's name, date, physician's name, and directions. Medication will not be given if expired.
- Parents must complete and sign the "Medication Authorization" form and give the form, along with the medication, to the school office. Then, inform your child's teacher that medication will be administered to your child.

MEDICATION SHOULD NEVER BE LEFT IN A CHILD'S CUBBIE, DIAPER BAG OR BACK PACK!!

- If a child requires fever reducing medication, the child needs to be kept home until his/her temperature is normal (98.6) for 24 hours, after which the child may be returned to school.
- Be sure to pick up medication from the school office at the end of the day.

ADMITTING CHILDREN WITH AN INFECTIOUS DISEASE

Parents or guardians of any child enrolled in DLA, or submitting an application for enrollment in the DLA, must notify the Director of any medical condition requiring special attention or consideration. Children affected with an infectious disease must submit a physician's permit to re-enter school to the Director before the child can be readmitted.

ACCIDENTS OR MEDICAL EMERGENCIES

First aid supplies are available to treat minor injuries only. It will be your responsibility to get medical attention, for more serious injuries, unless it is an emergency. In the event of an emergency, the academy will administer first aid or obtain emergency medical treatment at the hospital. In the case of an emergency, you will be notified as soon as possible and a school employee will remain with your child until you arrive at school or the treatment site.

EMERGENCY DRILLS

Emergency drills are held periodically to acquaint your child with evacuation procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do in the event of an emergency. Fire drills are practiced monthly, while bad weather drills are practiced every 6 months.

EMERGENCY PREPAREDNESS PLAN

In the event of a fire, flood or hurricane, emergency drills are held periodically to acquaint your child with evacuation procedures.

INCLEMENT WEATHER & EMERGENCY SCHOOL CLOSING

Our decision to open or close on bad weather days will be aligned with the decisions made by the Alief and Fort Bend school districts. This is because parents use the same streets and travel under the same weather conditions as those in these districts.

Radio and television stations will announce school closings very frequently; therefore, we ask that you monitor the news closely. **If either of the 2 school districts close** for the day, DLA will also be closed. **If the districts delay opening** to a later time in the morning, DLA will notify parents of our opening time i.e. later than our normal opening at 6:30am. This decision will be based on the ability of our staff to safely travel to the school. We will communicate our operating hours **before 6:00am each day by email**. Please check your email before leaving home. Emergency school closings do not change tuition.

DISCIPLINE AND GUIDANCE

Discipline and guidance at DLA are consistent with the guidelines prescribed in the "Mini-mum Standards for Child-Care Centers" outlined by the Texas Department of Protective and Regulatory Services. It is based on individual needs & development of each child and intended to train rather than embarrass or frustrate a child. Physical Punishment is never permitted. We use alternatives to physical punishment, such as a brief supervised separation. Children are never subject to harsh treatment of any kind. The guidelines are as follows:

- Discipline must be: Individualized and consistent for each child, appropriate to the child's level of understanding and directed toward teaching the child acceptable behavior and self-control. A teacher may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction,



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which include at least the following: Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior, reminding a child of behavior expectations daily by using clear, positive statements, redirecting behavior using positive statements; and using brief supervised separation or time out from the group (limited to one minute per year of the child's age), when appropriate for the child's age and development.

WHAT TO BRING TO SCHOOL

Infants: Sufficient quantity of disposable diapers, wipes, change of clothes, food, bottles, pacifier (if needed) and anything that makes your child feel more comfortable when away from you.

Toddlers – Pre-K3: Backpack labeled with student name (big enough to hold 8.5x11 size paper), sufficient quantity of diapers or pull-ups, wipes, change of clothes and blanket for naptime

Pre-K4 & Kindergarten: Backpack labeled with student name, change of clothes, blanket for naptime

*****Return homework folders to school daily!***

Note: Change of clothes includes extra socks also! If your child is being toilet trained, be sure to include an adequate number of pull-ups, training pants, and extra outer clothing. Notify us when you start the potty training practice at home so that we can help in the process.

Please provide the teacher with any information regarding your child's routines, habits, and disposition that may be unique for your child. On the child assessment questionnaire, please include words that he/she uses for toileting, sleeping, etc.

WHAT NOT TO BRING TO SCHOOL

The center is not responsible for any of the following articles, if brought from home: Personal toys, money or other valuables such as jewelry, which could be lost or broken; Unlabeled clothing, blankets and/or personal belongings; Play guns, knives, war toys, or other toys of destruction which are inappropriate in our program; Gum and candy **must** be left at home.

BIRTHDAYS

You may send a special treat such as cookies or cupcakes for your child's birthday; both are easy to serve the students the same portions. Please discuss and obtain approval from the office or your child's teacher prior to bringing treats. This will need to be coordinated with regular snack schedules. Pre-pack all gift items in gift bags that can be placed in each child's back-pack. **DO NOT SEND CANDLES or BALLOONS!!** If you wish to invite classmates to a private birthday celebration away from school, please mail the invitations, unless the entire class must be invited.

INCLEMENT WEATHER

We retain the right to modify the Academy's normal operating hours in the event of inclement weather and/or road conditions. If the school district is closed, the Academy will also be closed. If emergency conditions occur after the Academy has opened, parents will be called and asked to pick up their children. You may call 281-606-2780 for more information. Emergencies do not change weekly tuition.

OTHER

- Every preschool student will have afternoon rest/nap period as required by state law.
- Children will be encouraged to play outdoors daily, except during intense heat or inclement weather.
- If a child has not adjusted to the daily program, DLA reserves the right to terminate enrollment and this agreement may be terminated at the option of DLA. Parents will be given one week's notice.

DRESS CODE

Our dress code is intended to promote a conducive and distraction free academic environment for students. With the exception of the Friday T-shirt ordered in the DLA office, all other uniforms can be purchased from our uniform vendor, FrenchToast. Visit www.FrenchToast.com or 1-800-373-6248, enter School source code: **QS5QBN1**

- **PRESCHOOL** (Mon – Thurs): Burgundy polo shirt (with school logo) worn on khaki pants, skirt/skort or jumper. Shoes: Closed-toe Rubber Tennis
- **ELEMENTARY** (Mon – Thurs): Yellow oxford shirt (with school logo) worn on navy blue pants, jumper or plaid skirt and a tie. Shoes: Black closed-toe



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• FRIDAY Uniform: Purple DLA T-shirt for all classes. T-shirts are also worn during summer camp.
Available for purchase in the school office.

Non-compliance:

DLA has a zero tolerance uniform policy. Students out of dress code will not be accepted at drop-off. All clothing must be labeled with the child's name. The academy is **not** responsible for lost clothing. Students are allowed the first 2 weeks of school to comply with the dress code.

PRESCHOOL (Toddlers to PRE-K4)



Burgundy Polo Shirts must be embroidered with school logo

FRIDAY Uniform (All Classes)



Blue jeans only

ELEMENTARY (Kindergarten & higher)

GIRLS



**Sweater recommended for all students*

BOYS



**Sweater vest recommended for all students.
No shorts for boys!*

PARENT RIGHTS

As a partner in the care of your child, we are always interested in your feedback regarding the care and education that your child receives at Dominion Lifestyle Academy.

- Nursing Mothers have the right to breastfeed their babies on DLA property. Specific provisions have been made for breastfeeding within the Academy and are outlined within this booklet.
- We welcome you to review or discuss any questions or concerns about the academy's policies and procedures with the Academy's Administration in the school office.
- You are also welcome to visit anytime during regular hours of operation to observe your child, the academy's operation or participate in the Academy's activities. It must be in a non-disruptive manner and you are required to sign in at the school office.
- To view a copy of the Academy's License Inspection Report or Minimum Standards, you may visit the DFPS website @ www.dfps.state.tx.us. You may contact the local licensing office @ 713-940-3009 or PRS Child Abuse hotline @ 1-800-252-5400 or visit www.txabusehotline.org



Operational Policies

PARENT CONDUCT & RESPONSIBILITIES

DLA is committed to partner with you to bring out the best in your child. As a result, we have clear and appropriate expectations of each parent listed as follows:

- **CONDUCT:** While at the Academy, we ask that parents conduct themselves in a Christ-like and appropriate manner at all times. Abusive language, disrespect, or threats by a parent or family member towards a DLA staff member, another student or their family will not be tolerated. Parents may not confront or interrogate another student or their family for behavior issues between that student and their child or another child. Instead, all concerns should be reported to and addressed directly with the DLA Administrative office. Disregard of this policy could result in termination of enrollment.
- **COMMUNICATION:** To ensure proper handling and flow of information, ALL communication should go through the school office. If the phone is unanswered, please leave a voicemail and we will get back with you as needed. Should you have concerns or questions regarding your child's progress, please schedule a parent/teacher conference through the school office.
- **RESPONSIBILITIES:** Parents are expected to: Ensure all child's items and clothing are labeled with the child's name. Read everything that comes home and discuss information with your child where appropriate. Be familiar with DLA operational policies and other informational publications. Make every effort to get your child to school on time and on a regular basis. Remember that a hurried child is a stressed child!

PHONE CALLS TO DLA

Please take note of a slight anomaly in our telephone system. When we call you, the caller ID will show the Church's phone number (281-293-9997). To return our call, please dial the school's number directly (281-606-2780). Every day, except Mondays when the church office is closed, the church receptionist will route our calls to us. However, the church office is closed on Mondays.

FUNDRAISING & GIFTS

Dominion Lifestyle Academy is a 501c3 non-profit organization. Gifts to the school are always welcome and are income tax deductible. The Academy office can provide a suggested list of needed items and a letter detailing gift(s) given for income tax purposes. Your donation of money, time and usable items are greatly appreciated!

MODIFICATION OF POLICIES

DLA reserves the right to modify, augment, suspend or revoke any and all policies, procedures, practices, and statements contained in this manual at any time. Parents will be notified of changes in writing within 3 days of the change, and required to sign an acknowledgement of receipt of the updated operational policies. At a minimum, we need one signed copy per family.

NEW REQUIREMENTS REGARDING 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 will be amended to include section &42.064 requiring that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet regarding the new law. We are required to provide copies to all parents.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where certain gang related activity is prohibited and is subject to increased penalty under Texas law. Specific locations where certain gang related criminal activity is now prohibited include, but are not limited to, public schools, playgrounds, video arcade facilities, and day care centers.

The area that falls within a gang-free zone can vary depending on the type of location. For example, certain gang-related criminal activity that occurs within 300 feet of a video arcade facility is a violation of the new law, whereas certain gang-related criminal activity that occurs within 1000 feet of a school or day care center is a violation of the law.

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

The gang-free zone is within 1000 feet of your child care program. Maps may be produced for the purpose of prosecution and may be updated by the local municipal or county engineer. Parents may contact their local municipality to attempt to obtain a copy of the map if they choose to do so.



Operational Policies

Why are gang-free zones needed?

Similar to the motivation behind establishing drug-free zones, the goal 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 day care centers?

Child care providers are required to inform parents or guardians of children attending their 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 program is a violation of this law and is therefore subject to increased penalty.

UNSAFE CHILDREN'S PRODUCTS

Background

According to the United States Consumer Product Safety Commission (also referred to as CPSC), in 2007, children's products were recalled an average of 4 times per week, yet recall information is not effectively reaching consumers. When a recall occurs, the commission alerts the media; however no children's products can unknowingly end up in homes, childcare facilities, or anywhere children's products are used. The Texas Legislature enacted a new law during the 81st regular session that requires child care providers to regularly check the CPSC recall list and ensure there are no unsafe children's products in the center.

What are "children's products"?

Any product designed or intended to be used by a child younger than 13 years of age or used by a caregiver during the care of a child under 13 years. This does not include: clothing or items meant to be swallowed such as medication, drugs, or food.

How do I know if a "children's product" is unsafe?

A children's product is considered to be unsafe if it has been recalled by the CPSC. Visit a list of current recalls and notices on the CPSC internet website at www.cpsc.gov.

- You may sign up to receive email notifications from the CPSC by going to <https://www.cpsc.gov/cpsclist.aspx>

DLA DELINQUENT ACCOUNT COLLECTIONS

The intent of this notice is to inform you that Dominion Lifestyle Academy (DLA) is a member of the Payment Violators Network. As part of your enrollment with DLA, you are hereby notified that this facility subscribes to Payment Violators.

This is essentially a childcare database and network that allows all childcare providers throughout United States and Canada, to communicate and share payment history of parents and/or guardians that leave a facility in breach of the Permit holder's payment policy. This is to include, but not limited to, giving the required notice prior to discontinuing your enrollment, late payments, and nonpayment. Licenced Child Center Advocacy Group Inc., in the event of any breach of contract, will represent DLA in an attempt to collect on all delinquent accounts. The collection attempts will range from phone calls, legal letters of request, and ultimately if all requests for delinquent payments are unsuccessful, Licenced Child Center Advocacy Group Inc., will report all unpaid collection accounts with all major credit bureaus. This will become a record on the violator's credit history.

Please understand that all violators will be entered into the database for all childcare providers throughout the US and Canada to view. This could have a major negative impact on your ability to receive childcare services in the future.



Dominion Lifestyle Academy

14030 Beechnut Street, Houston, TX 77083

Ph:281-606-2780 • Fax:218-293-9583

Email:dla@dominionlifestyle.org

Web:dominionlifestyleacademy.com