

**EASTRIDGE ACADEMY**  
**EDUCATIONAL DAY SCHOOL**



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**6310 Eastridge Drive Dallas, Texas 75231**  
**214.368.7903**

**06:30 am – 6:00 pm**  
**Monday – Friday**  
**Drop -Ins Welcome. Ages 6 weeks– 13 years**

**PARENT AGREEMENT/HANDBOOK**

**Parents welcome anytime!**

Eastridge Academy is a weekday educational licensed day school for children. The purpose of the academy is to provide a safe, loving, nurturing and educational environment. Our main goal is to meet the individual needs of each child, including their emotional, physical, social, and mental needs. The school meets and exceeds the license requirements by the state of Texas and is regularly inspected by the Texas Department of Protective and Regulatory Services. See Parent Guide to Child Care! We do not discriminate against any child regardless of race, color, creed, sex or national origin.

The mission of Eastridge Academy is to provide exceptional developmentally appropriate care through interaction and hands on experiences throughout the day. We will also focus on each child's individual needs and stimulate their social, cognitive, physical, and emotional growth. School age children will be provided a safe, nurturing and recreational environment to help promote their growth and learning abilities.

Motto: Knowledge is Power!

All staff is certified in CPR and First Aid and attend monthly training classes.

You may contact the local licensing office by calling 1-800-862-5252 or look up

Protective and Regulatory Services Website at [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us).

EASTRIDGE ACADEMY

## Curriculum:

Eastridge Academy utilizes the A-Beka and Eastridge Academy age appropriate Curriculum toddlers through Pre-K.

In addition to academic excellence we also train our students to:

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

Each weekly lesson focuses on activities in seven learning centers including dramatic play/music, blocks & buildings, science & math, sensory, library & cozy, art, and manipulatives/ fine motor.

At the beginning of each school year, parents are required to purchase the curriculums. The cost of the books for the entire school year is as follows:

Twos & Threes	3 workbooks	\$40.00 (per student)
Pre-Kindergarten	3 workbooks	\$50.00 (per student)
Kindergarten	3 workbooks	\$60.00 (per student)

Screen Time: Computer lab and television time is limited to twice a week. The maximum amount of time is thirty minutes for ages two and up. No one under the age two is allowed to watch television.

Parent/Teacher Conferences are held twice a year. In the Fall/Winter and Spring/Summer. There is a suggestion box located in the front for concerns and comments.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Operation Hours and Closures:**

The school opens at 6:30 a. m. and closes at 6:00 p. m. Monday through Friday. Eastridge Academy will close in observance of the following holidays:

- New Year's Eve's
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day (July 4<sup>th</sup>)
- Labor Day
- Thanksgiving Day & Friday after
- Christmas Eve
- Christmas Day

Should these holidays occur on a weekend, Center Director will let you know whether closing will be observed on the preceding Friday and / or the following Monday.

The Kindergarten /School Age children year will correspond with that of Dallas /Richardson I. S. D. as to the beginning and ending of the school year:

In the event of bad weather or natural disaster, Eastridge Academy will close when Dallas/ Richardson I. S. D. closes. We may also choose to close base on the situation around us. We will notify all our parents by phone and Channel 5 and will remain with the children until they are picked up by their parents.

The State of Texas Child Care License requires all children to have outdoor play time each day as weather permits, unless the temperature is below 40 degrees or above 90 degrees.

## Continued ...

Please let us know

- If you are going to be late
- If anything, unusual or disturbing has happened at home.
- If your child is ill and unable to attend or come to the school.
- If your address, phone number, or employment has changed
- If you plan to withdraw your child from the school

Note: Two weeks written notice is required for withdrawal.

If you plan to pick up your schooler from public school, please call by 10:30 a. m. to notify the school.

## **Arrival and Dismissal Policies:**

Teachers have a planned curriculum and children should be in their classrooms by 9:00 a.m. ready to begin learning. No food will be allowed in the class. Children will be dismissed only to those persons whose names appear on the authorized pick-up list on the enrollment form. Any change in the form must be given in writing to the school by the parents. No faxes or phone calls will be accepted. A child cannot be released to a minor.

All children are to be picked up from their room or at the play-ground by a parent or authorized adult. A child will not be released to a minor. For your child's safety, please keep your child under close supervision while entering and departing our premises. A responsible adult must sign child(ren) in and out daily. Children who are not picked up by 6:00 p.m. will be kept by a school employee until the parent or an authorized adult arrives. The charge will be \$5.00 for five minutes or less, and \$1.00 per minute after that. The clock at the facility will be used to determine this charge. Each child must be accompanied by an adult to his/her classroom.

During the morning drop off, please do not release your child in the parking lot or allow them to walk to the school by themselves.

## Financial and Payment Policies:

A non-refundable registration fee is due at fall enrollment. (See fee schedule)

A non-refundable summer registration fee is due at summer enrollment. (See fee schedule)

All accounts must be kept current. The weekly tuition is due on every Friday for the upcoming week. A \$20.00 late fee is added to an account that is not paid by Tuesday. If the fee is not paid by Wednesday, the late fee will incur every Tuesday until the payments are up to date. Semi-monthly, bi-weekly and monthly tuition payments are accepted but must be paid in advance also.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payment must be made to the front office staff. We accept the following forms of payment cash, check or money order. All returned check fees will be charged to your account for a minimum of \$35.00 and we will not be able to accept checks for six months. If you can only pay cash, we will accept it. However, we cannot make change. You must arrive with the correct amount or accept a credit toward the next weeks tuition. We do not accept temporary checks or out of town checks.

Any unpaid school fees or tuition will be given to a collection agency. The parent will be responsible for any and all collection fees incurred. When public school is out of session for an entire day, there will be an additional charge of \$20.00 per day for the schoolers room, the first grade and up.

All CCA co-payments and Private pay monthly payments are due on the 1<sup>st</sup> of every month in full. It is late on the 5<sup>th</sup> and late fees will be applied on the 6<sup>th</sup> and every Tuesday until the balance is paid in full.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Continued...

After completion of one year of attendance at the school, your Child will be given a one-week (five consecutive days) vacation. In order to receive this credit, the child must be absent all week.

If your child is ill during the week, payment for that week is still required.

A drop-in, or a student who is attending for one day, will pay the daily fee each morning when the child is signed in. Only cash or money order will be accepted. No checks will be accepted for drop-ins. \_\_\_\_\_ initials.

A two-week advance notice is required in writing if a child is to be withdrawn from the school permanently due to family circumstances such as relocation, job change etc. Extended vacation and returning to school within two months are not considered withdrawal. If the same child re-enrolls, the new enrollment date begins with a new anniversary date. All re-enrollment fees will apply, and a new vacation year begins. The school reserves the right to adjust tuition as maybe required by increases in operational expenses. Parents shall be notified in writing of general tuition changes at least thirty (30) days in advance. Refunds are not given for illness or any other missed days. In order to maintain our facility and care for your child/children, the weekly or monthly rate is required even your child is not in attendance.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Illness and Accident Policies:**

The center will accept only children that are healthy and able to participate in the daily activities. We are depending on the parents to maintain this policy. The children will be observed by their teacher each morning.

Any child showing symptoms of illness, such as a fever of 100 degrees (underarm temperature adds one degree), diarrhea or vomiting, will be sent to the sick room. The parents will be called immediately. Parents are required to make immediate arrangement for the child to be picked up within the hour.

For the protection of all children, any child who has been at home sick or sent home sick needs to remain out of school until they are symptom free for twenty-four hours or until they are fever free for twenty-four hours.

Re-admission of a child recovered from communicable diseases will be given only with written approval of the child's physician. This includes diseases such as fifth disease, hepatitis, thrush and hand, foot and mouth and those listed by the Texas State Licensing, department.

Re-admission of children with other communicable illnesses, such as colds, respiratory infections, chicken pox, etc. will be determined by the Texas Minimum Standards Regulations and the school management personnel.

Parents will be notified when a child has been exposed to a communicable disease at the school. Parents should likewise notify the school when children are exposed to a disease outside the school.

All accidents/ incidents will be documented and require a signature from a responsible adult picking up the child.

**Parent Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Continued...**

Medications and special medical procedures are given at 10:30 a. m. and 2:30 P. M. to a child as follows:

1. Prescription medicine shall be in the original container, labeled with the child's name, a date, directions, and the physician's name. Any expired or overdue medication shall not be administered.
2. Non-prescription medication will not be administered at the facility.

All medication must be recorded on a medication form at the front desk with the parent's signature.

**Health Checks are done each day upon a child's arrival to Eastridge Academy. It will be repeated periodically throughout the day as necessary.**

## General Information:

**Allergies** - A sample menu is provided. If your child unable to eat or drink one of the food items listed, please notify the office.

**Arrival** - Pre-K and Kindergarten students should be in their class by 8:45 a. m. All other students should arrive preferably no later than 9:00 a. m. All the child's belongings must be put in their cubby prior to the child arriving in the "Greeting Room".

**Absences**- A child may be out as often as necessary. Please notify the school as soon as possible. However, tuition payment is still required.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Baby-sitting**- Our teachers or staff are not allowed to provide care for any child that is enrolled at the school.

**Birthdays**- Please arrange in advance with the teacher. Cookies or cupcakes (no home-made items) for afternoon snack at 3:30 p.m. are welcome. Simple favors, please refrain from bringing items that could cause or create choking hazards to the classroom. Invitations to parties will be distributed only if there is one for each child in the class.

**Blankets**- Each child is required to have a blanket the size of a cot for nap time. It should be clearly marked with their name. Each Friday parents are required to take them home to be washed. We Are not responsible for any lost, torn or stolen blankets or other items brought to the school by your child.

**Child Custody**- The school has no legal authority to refuse either Parent the right to pick up their child. If a court order has granted Custody to one parent or third party, and the school has been furnished with a copy of the order bearing the court's signature and seal, the school expects and requires each parent to be responsible for ensuring that they honor the court order. The school will not be responsible for any form of court enforcement. This is the job of the police, the judge and legal authorities.

## Continued...

**Clothing** — All children, age 3 and up, should always wear uniforms during the school year. Casual clothing is ok during summer. Each child **MUST** have an extra set of clothes at the center. We do not have any extra clothes available. Young children may need several changes of clothes. All clothing should be labeled with the child's name and stored in her/his cubby. The academy is not responsible for lost or stolen clothing.

**Complaint Procedure-** When a problem arises, the parent should report it to the Director immediately. The parent and Director shall come to an understanding and agree upon a plan of action to solve the problem.

**Discipline-** Discipline and guidance shall be consistent, positive and based on an understanding and agree upon a plan of action to solve the problem. Please refer to the State of Texas Discipline and Guidance Policy. Eastridge Academy has a No Tolerance Policy when it comes to a child's behavior. We will not tolerate a child hitting, kicking, spitting, causes danger to themselves, others, or the teachers. We will send an incident report home with a warning for the first offense, then a suspension will follow with other offenses. However, Eastridge Academy reserves the right to dismissed without notice with severe cases of discipline with correction or actions to correct taken on the part of the parents.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Fees-** Any unpaid school fees or tuition will be given to a collection agency. The parent will be responsible for any and all collection fees incurred.

**Field Trips** - are considered as extra and there may be a fee involved. All field trip payments must be made prior to the trip. The payments must be made separate from tuition payments. The trip notice will be posted 48 hours prior to departure. If you do not wish your child to participate, notify the school office in advance. Any child participating in a field trip is required to wear a school T-shirt.

**Gang Free Zone-** Distributing the information in writing to all new enrollments. The State of Texas Gang-Free forms are in the enrollment packets for parent signature. No weapons are allowed on the premises at all regardless of one's carry status. We are committed to the safety of the children in care. Please refrain from bringing weapons on or in the building.

## Continued...

**Fire and Emergency Situations-** A fire evacuation plan is posted in each room. Fire drills are practiced by the children once each month. Staff members are instructed and tested on what to do in an emergency. An emergency plan is known to all personnel in case of tornado or other warnings.

**Food-** Breakfast, afternoon snacks and a hot, nourishing lunch is furnished daily by the school free of charge. Please complete and sign the USDA form attached to your enrollment form. A monthly menu will be provided for your information, but you are welcome to bring in a food substitute if your child cannot or will not eat what is being served at 8:00 a. m. and 3:00 p. m. and lunch between 10:45 a. m. and 12:00 p. m. If your child does not have a substitute food. The center will only provide Grilled Cheese Sandwiches.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Notice-** A two-week advance notice is required in writing if a child is to be withdrawn. Failure to give two weeks' notice will result in the parent being charged tuition for those two weeks. Any unpaid school fees/ tuition will be given to a collection agency. The parent will be responsible for any and all collection fees incurred.

**Jewelry-** No jewelry can be worn to school. We are not responsible for any lost, broken or stolen jewelry.

**Toys-** No toys can be brought from home. We are not responsible for lost, broken or stolen toys.

**Emergency Preparedness Plan-** If we must leave this site. We will relocate to Kreative Kids Academy 9664 Walnut St. Dallas TX.75243.

Upon request parents may request a copy of our emergency preparedness plan.

## **Ways Parents Can Help:**

Help your child to attend regularly except when he /she is ill.

Teach your child self-reliance by encouraging him to do things for himself, allowing plenty of time. Do not rush him. Teach him to put on, take off and hang up his clothes, put away toys, to eat regularly and properly (using manners), and to establish good toilet and sleeping habits.

Schedule a time to confer with the teacher about your child but refrain from discussing your child in his/ her presence. The teacher cannot devote 100% of her attention to conference with you when the classroom is full of students.

Know your child's teacher. Work with her concerning any problems that may arise. The more the teacher knows about your child, the better she can help your child.

Take an interest in the school and whatever your child brings home.

Please discourage your child from bringing any toys or jewelry to school. Toys and jewelry can be a big distraction and an interruption in class. We do not allow toys or jewelry and cannot be responsible for lost, broken or stolen items.

Build into your child a wholesome, friendly attitude toward the teacher and other students.

Visit the school whenever possible. Plan to go on a field trip with your child.

## **Continued...**

Take time to do things with your child. Love, work and play as a family.

Report any upsetting experiences which you think will help the teacher understand your child.

Help your child to anticipate happy experiences in relation to school.

Help your child know his / her full name, age, address and phone number. Teach him / her given name.

Read our Parent Board for important information and current events. Located outside each classroom.

Volunteer to be an assistant in a class. You can read a story, assist with project, play a game.

We do have an open-door policy. As a courtesy, we ask that Parents who wish to visit their child (ren) during the day would stop the front desk and sign the visitor book.

Remember we have an open-door policy and you are always welcome. Thank You for entrusting us with your child.



## Infants and Toddlers:

### Safe Sleep for Infants

Eastridge Academy will ensure that infants have appropriate opportunities to sleep rest and relax in accordance with their individual needs. Eastridge Academy will provide beds and cots that comply with the Texas Standards. The risk of Sudden Infant Death Syndrome (SIDS) WILL BE MINIMIZED BY FOLLOWING THE PRACTICES AND GUIDELINES ACCORDING TO THE TEXAS MIN. STANDARDS

Parents in order to keep our infant room germ free and following Texas Minimum Standards. We require that everyone that enter the infant room put on booties that are provided for the room. You may also remove your shoes and wear your sock feet.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Bring an ample supply of diapers and wipes labeled with the child's name. Teachers will notify the parent when more diapers are needed. Only disposable diapers may be brought to the center.

All cups used by the center are disposable. We do not use sippy cups.

At least one extra set of clothes should be stored in your child's cubby. Each piece of clothing should be labeled.

Refrain from dropping off your toddler during nap time. They may not be ready for a nap and it is very disturbing to other children.

When potty training has started at home with some success, please inform the teacher so that she can try to complement your potty-training efforts. Please bring extra clothing during this training time.

Parents are welcome to come and visit with their infants at any time. There is ample space and comfortable seating within the classroom for breast feeding your child. Also, there is available space within the building for privacy.

We encourage our parents whom choose to breast feed to feel free to come in or to provide breast milk for their child while in our care.

In the event of a medical emergency, parents will be notified at all given numbers provided on the child's enrollment form. If the parent cannot be reached all alternative emergency numbers will be called. If no contact has been made, the facility's director or person in charge will take the child to Presbyterian Dallas at 8220 Walnut Hill Lane.

All students enrolling at Eastridge Academy will need updated shot records in accordance to the state requirements. All 4- and 5-year old students are also required to receive a Hearing and Vision Screening. As a courtesy to all our parents Eastridge Academy will provide a company that meet state requirements for this screening. Tuberculosis testing requirement; in accordance to the Texas Department of Health, all children who have lived in a rural area or in a third world country in the past five years are required to provide documentation that their child is free of active tuberculosis.

Upon enrollment parents will need to provide the following Information:

1. Child's name and date of birth
  2. Child's home address and telephone number
  3. Date of admission
  4. Name and address of parent
  5. Telephone numbers at which parents can be reached while the child is in care
  6. Name, address and telephone number of another responsible person who should be contacted if parent cannot be reached
  7. Names of the persons the child can be released to
  8. Permission of transportation
  9. Permission of field trips
  10. Permission to participate in water activities
  11. Name, address and telephone number of the child's physician or an emergency care facility.
- Authorization to obtain emergency medical care and to transport the child for emergency medical care.

Provide any special information about the child including: allergies, existing illness, previous serious illness or injuries, hospitalization within the past twelve months, and any medication prescribed for continuous or long-term use.

The name and telephone number of the school - age child attends:

If any school policies or requirements have changed Eastridge Academy will give parents a month's notice.

With the parent's authorization Eastridge Academy does provide transportation for children between school and our location and field trips. Field Trips will only be provided for children 5 years old and up with a 48hour notice to the parents.

- The **CHILD ABUSE HOTLINE** number is 1-800-252-5400.
- Parents may request to review a copy of the minimum standards. It is available at the reception desk. All recent copies of the centers most recent Licensing report is always posted at the reception desk.
- All child care providers are mandated reporters of suspected child abuse or neglect. If a child care provider suspects a child has been abused or neglected that employee must report the abuse to the director. The director will validate the abuse thru documentations and incident reports etc. Example: child came in with several marks to the back. The executive director and CPS will be notified.

We will do everything in our power to prevent any instances from occurring. If we notice any sign of abuse at any time, we will alert the child's parent(s) immediately both verbally and in writing, along with a full description of the symptoms, (bruising, sores, sudden extreme behavioral changes, etc.....) we will document this same information for The Center and if necessary, alert the proper authorities.

You may get notes about your child having bruises or scrapes without needing to fear that we suspect you of abusing your child. Be assured, if we think your child has been abused, we will let you know! The notes protect us from mistaken accusations of abuse

## Suspension and Expulsion:

Unfortunately, here at Eastridge Academy there are sometimes reason we must expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

The following are reasons we may have to expel or suspend a child(ren) from (Eastridge Academy).

1. At the risk of causing serious injury to
2. another child(ren) or themselves.
3. Parents threaten physical or mental actions to himself or staff members etc.
4. Parents exhibits verbal abuse to staff or children enrolled @ Eastridge Academy.
5. Child unable to adjust after a reasonable amount of time.
6. Uncontrollable tantrums language outburst.
7. Physical or verbal abuse to staff or other children excessive biting.

### **Insect Repellent and Sunscreen**

Sunscreen and repellent should be applied to the child/children prior to arrival @ (Eastridge Academy) for potential allergic reactions.

**NON-DISCRIMINATED STATEMENT:**

As a licensed child care center, we shall not discriminate in relation to admission based on race, creed, ethnicity, national origin or gender.

PARENTS: THIS SPACE IS FOR YOUR CONCERNS AND ANY INFORMATION THAT YOU PERTINENT ABOUT YOUR CHILD THAT WE NEED TO KNOW:

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PLEASE INITIALS EACH ANSWER”

I WAS GIVEN THE PARENT HANDBOOK/AGREEMENT AND READ IT \_\_\_\_\_ INTS.

YES \_\_\_\_\_ NO \_\_\_\_\_

I UNDERSTAND THE TERMS AND CONDITIONS OUTLINED \_\_\_\_\_ INTS.

YES \_\_\_\_\_ NO \_\_\_\_\_

I HAD A PARENT ORIENTATION AND TOUR \_\_\_\_\_ INTS.

YES \_\_\_\_\_ NO \_\_\_\_\_

AGREEMENT SIGNATURES:

I/We fully understand and agree to the terms of Eastridge Academy Parent Agreement/Handbook. This agreement can be renegotiated at any time. Any changes to this agreement must be in writing and signed by all parties.

_____	_____
Child/Children Name	Date
_____	_____
Parent or Guardian Signature	Date
_____	_____
Parent or Guardian Signature	Date
_____	_____
Center’s Director/Assistant Director	Date

EASTRIDGE ACADEMY