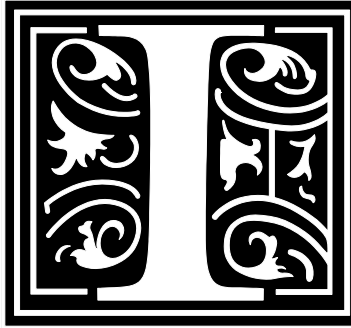


INCARNATION



ACADEMY

## Family Handbook

The Incarnation Academy Family Handbook has been written for our families, to provide information, explain how our school operates and answer questions that may arise throughout the school year. It is our goal to state our policies clearly and to encourage parents to support our school.

The school and your child's success is dependent upon parent and family support in many ways, including reinforcement of the school policies, volunteerism, fundraising and contributing ideas that will enhance your child's experience at Incarnation Academy. There will be many opportunities for your involvement in the life of our school.

Any questions regarding the handbook or any policies of Incarnation Academy should be directed to the Head of School, Micah Crissey or the Business Manager, Jill Bellew, at 214-522-0160, Monday through Friday between 8:30am and 3:30pm.

## **The Mission Statement**

Incarnation Academy, a ministry of Church of the Incarnation, is dedicated to providing a loving and stimulating environment in which young children can learn and develop. Our program is designed to give children developmentally appropriate learning activities that challenge them to reach their full potential. The child's spiritual, intellectual, social, emotional, physical and aesthetic growth is fostered through activities that meet the highest standards of early childhood education.

## **Our Philosophy**

At Incarnation Academy we believe that early childhood is a crucial time to develop skills that children will carry with them into the future to be successful students in school and in life. Our goal at Incarnation Academy is to provide a child-centered academic and developmentally appropriate approach to learning. We strive to provide a safe, engaging, collaborative and creative atmosphere for growth and development. Our school is set within the faith of the Christian Church as expressed in the Episcopal tradition and as practiced at the Church of the Incarnation.

## **Non-Discrimination Statement**

Incarnation Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at this school. The school does not discriminate on basis of race, color, national or ethnic origin in administration of its education policies, programs, or other school administered-programs.

## **General Information**

Incarnation Academy presently admits children 12 months (by Sept 1<sup>st</sup> of the current school year) through kindergarten. Our classrooms provide an environment that is developmentally appropriate and safe for each child. Our teachers are trained in and implement a research-based curriculum that integrates instruction across developmental domains and early learning disciplines. Enrichment activities integrated into our program include Music, Spanish, Weekly Chapel, Science Lab, Library and Ready Set Go. Enrichment activities are dependent upon the age and classroom in which the student is enrolled.

## **School Hours**

Office Hours:	8:30 AM – 3:30 PM
School Hours:	9:00 AM – 3:00PM
Morning Care:	8:00 AM – 9:00 AM
Extended Care:	3:00 PM – 6:00PM

## **Morning Care**

A drop-in Morning Care Program is offered from 8:00am – 9:00am. The fee for this service is \$5.00 per day and families will be invoiced for this service at the end of each month. When a student is dropped off in the designated Morning Care Room, a parent or caregiver must sign them in at their actual classroom as well as the Morning Care room. All personal belongings will be left at the classroom.

## **Extended Care**

The Extended Care Program is offered to those families who need care for their child after school hours. The Extended Care Program is Monday through Friday from 3:00pm – 6:00pm. The fees for this program are:

- \$20 per day for drop in
- \$180/Month for M/W/F
- \$120/Month for T/TH
- \$300/Month for M-F

Families will receive an invoice for services at the end of each month. Families using Extended Care services on a monthly basis must have a current EFT authorization form on file in the school office. During the extended hours, children will have a snack, enjoy playground time and engage in other exciting activities. If a child is not picked up by 6:00pm, the late fee is \$10 per child between 6 and 6:05. After 6:05, the charge is \$1 per minute.

## **Safety and Security**

To ensure that our students are safe while at school, we ask that all parents strictly adhere to the following safety guidelines:

- All families must enter and exit through the main school entrance.
- Please do not enter through any side or other hallway doors.
- Make sure that a teacher sees and acknowledges you as you drop off or pick up your child.

## **Release of a Student**

Children will only be released to a parent/guardian or a person (18 years or older) listed on the signed Student Release Form. A driver's license or ID will be checked for anyone picking up children other than a parent.

## **Carpool**

As part of our ongoing dedication to ensure the safety of our students, staff, and families, we ask that all Incarnation Academy parents adhere to our Carpool Policies and Procedures.

### **Morning Drop-Off**

- Morning carpool will begin promptly at 8:45 am.
- All parents/guardians must remain in their car.

### **Afternoon Pick-Up**

- Afternoon carpool will begin at 2:45pm.
- Upon arrival, your child's teacher will bring your child to your car.
- Parents will be required to buckle their children into their car seats/booster seats during afternoon pick-up.

### **General Carpool/ Parking Lot Rules**

- Please maintain a safe speed of no more than 10 MPH in the parking lot.
- Please have your carpool sign visible in the front window.
  
- Talking or texting on mobile devices is prohibited upon entering the parking lot.
  
- All children must remain seated inside the vehicles at all times.
  
- All cars must enter through the Cambrick Street entrance. Please do not enter through the gates on McKinney Ave. or on the 75-frontage road.
- All cars must exit through the gates on McKinney Ave. **PLEASE DO NOT EXIT THROUGH THE GATE ON THE 75 FRONTAGE ROAD.**

## **Weather Closings**

In the case of inclement weather, we will follow the school closing decision of The Dallas Independent School District. If there is a change in the weather policy, all families will be notified with an email, text message or phone call.

## **Absences**

It is very important that a child have regular attendance in order to benefit for school and classroom experiences. It is the responsibility of the parent to inform the school in the event of illness or any other necessary absence of a child. Please call the school office at 214-522-0160 and give the child's name, the teacher's name, the reason for the absence and the day the child is anticipated to return.

## **Toys & Items From Home**

Toys and similar "play items" should be left at home unless the teacher has an educational reason for requesting that specific objects be brought to class. Inappropriate items will be placed in the child's cubby during the school day and can be taken home at the end of the day. Students may bring books and other educational objects to school, and they will be utilized. Natural finds such as fossils are welcome.

## **Clothing, Diapers, Jewelry and Valuables**

- Children should come to school in comfortable play clothes. If a child is worried about soiling their clothes, they cannot fully explore their environment.
- Appropriate clothing and shoes should be worn at all times.
- Children should not wear Crocs, boots, open-toed sandals, or dress shoes.
- A change of clothing appropriate to the season should be kept in your child's backpack or bag at all times.
- Three or more diapers must be provided each day for those children not yet potty trained.
- Each child requiring the use of diaper cream must provide their own tube/container. By state licensing guidelines, we cannot share diaper cream.
- Jewelry should not be worn to school and all toys and valuables should be left at home.
- Pre-K 3, Pre-K 4 and Kindergarten Students must comply with the Incarnation Academy uniform policy.
- **All belongings must be labeled!**

## **Uniform Policy**

Private schools have a long history of using school uniforms to project an atmosphere of uniformity, pride, loyalty, and equality among the student population. At Incarnation Academy, we have implemented a uniform policy for our Pre-K 3, Pre-K 4 and Kindergarten students. Uniforms can be purchased through Risse Brothers School Uniforms.

You can visit their store online at <https://www.rissebrothers.com/> or at

Risse Brothers  
4452 Beltway Drive  
Addison, TX 75001.

\*All uniforms will be grandfathered in for the 2021-2022 school year.

## **Snacks**

Snack time at school provides a great opportunity for not only an energy boost but also learning in several areas. Socialization, manners, sharing, math skills and patience are among the skills developed at snack time.

A snack will be provided twice a day for each child. Snacks are based on guidelines from the Texas Health and Human Services and Child Care Licensing. Parents are responsible for providing our program with information about specific dietary needs or allergies. Parents wanting to provide a “Special Snack” should make arrangements with the classroom teacher.

## **Birthdays**

Birthdays are special to young children. We will celebrate your child’s birthday by recognizing him/her in a variety of special activities. If you do not want us to celebrate your child’s birthday, please let us know. If you would like to bring a special “birthday snack” please make arrangements with the classroom teachers. Due to special dietary needs and food allergies, all birthday snacks and treats must be approved by the classroom teacher.

## **Playground**

The playgrounds provide safe sturdy equipment for climbing, swinging and balancing. The sandbox often becomes the stage for cooperative and imaginative play. The shady areas invite restful conversation while the open areas lend themselves to running and more organized games. Generally speaking, playground activities are structured by the students. Rules for the playground are for the safety of all students and are enforced by the teachers.

## **Field Trips**

Field trips are an integral part of our curriculum. During the school year, Pre-K 3, Pre-K 4 and Kindergarten classroom teachers may plan some parent/child field trips. These special events are designed to enhance classroom learning and to provide a special time for the students. Advance notice of events will be communicated to parents. It is required that each student have a signed permission slip and waiver on file prior to the field trip. Students without permission slips must remain at school.

While on a field trip, each teacher will carry a cell phone, first aid kit and the classroom binder, containing emergency contact and allergy information. All children participating in the field trip will be required to wear the school uniform, identifiable clothing, or tags (tags MUST NOT show child's name) for quick recognition while off premises.

Each trip will be attended by at least 2 staff members and qualified parent volunteers. Volunteer drivers must provide the office with a copy of his/her driver's license and proof of insurance before they are allowed to transport students. Siblings are not allowed to attend field trips.

## Admissions and Reenrollment

We hope that our families will commit to the educational continuity afforded by Incarnation Academy, where a child can be nurtured and guided in a developmentally appropriate manner from the toddler years through kindergarten. Such continuity not only enhances the child's experience here, it also strengthens the whole school community.

### **Enrollment Procedure**

Children are eligible to enroll at Incarnation Academy if they are at least 12 months old by Sept 1<sup>st</sup> of the current school year. Enrollment forms will be available several weeks prior to registration. Registration priority is given in the following order:

- 1.) Parishioners of Church of the Incarnation.
- 2.) Currently enrolled students and siblings.
- 3.) Prospective families.

Due to an increase in student volume, we cannot guarantee that families will receive their first choice of enrollment. However, we do maintain a waiting list for all classes.

### **Class Options**

<b>Classes and Ages</b>	<b>Available Class Days</b>
Toddlers (12 months as of September 1st)	M/W/F, T/TH, M-F
Pre-K 2 (2yr as of September 1st)	M/W/F, T/TH, M-F
Pre-K 3 (3yr as of September 1st)	M/W/F, T/TH, M-F
Pre-K 4 (4yr as of September 1st)	M/W/F, M/W/F & T/TH half-day, M-F
Kindergarten (5yr as of September 1st)	M-F

### **Age Placement**

Children will be placed in classes according to their age, based on the age requirement of public schools in the State of Texas. Currently, this is September 1st of the current school year. Exceptions to this rule will be decided through joint conferences with parents, the child's classroom teacher, and the Head of School. Criteria for such a decision should include a developmental assessment at the parents' or guardians' expense, as well as classroom observation by the Head of School. We encourage children to proceed in the usual order of succession unless unusual circumstances indicate otherwise. The decision for placement will be made with consideration of current developmental progress and should be reevaluated during the school year.



## **Class Placement**

Student placement is a priority at Incarnation Academy. Placement is determined carefully and prayerfully by the Head of School, the Curriculum Coordinator, and the classroom teachers. Determining factors include the child's learning style, social opportunities, boy/girl ratios, recommendations from teachers, and special needs of each child. Specific parental requests for the upcoming school year placement must be made in writing, address educational needs, and be submitted to the current classroom teacher by May 1st. Please note, a parental request is considered but not guaranteed. Children are assigned to specific teacher(s) for the entire school year.

## **Tuition & Fee Policies**

The Tuition, Registration Fees and Supply Fees are based upon the class in which the student is enrolled in during the designated school year. All families will receive an updated Financial Policy statement at the beginning of the school year and a signed acceptance of the financial policies must be on file for each student.

### **Tuition**

Tuesday/Thursday	\$3,834/year
Monday/Wednesday/Friday	\$5,247/year
Hybrid (Pre-K 4 Only)	\$7,038/year
Monday – Friday	\$8,127/year
Kindergarten	\$8,460/year

### **Fees**

Annual Registration Fee	\$250
Supply Fee	\$150
Field Trip Fee *Designated grades	\$30

## **Student Records**

To comply with the licensing standards, set forth by the Texas Health and Humas Services and Child Care Licensing, the following forms must be completed and filed in the school office prior to the first day of school:

- Registration form
- Emergency Medical Authorization Form
- Health Requirement sheet signed by child's physician
- Immunization Record
- Student Release Form
- Discipline and Guidance Policy
- Acknowledgement of Family Handbook

## **Student Records Request Policy**

Parents and legal guardians have the right to access their child's records. Records and student information can be obtained through request options listed below.

### **\*Records Request Policy Records Requested for a Non-Legal Matter**

Any request for records must be made by the parent or legal guardian of a child in writing (e.g., email) to the Head of School. The request must specify the following information:

- Name of Child
- Name of Requestor
- Relationship of Requestor to Child
- Records Requested
- How Records should be Delivered (e.g., Email, FedEx, Pick-up, etc.)
- Purpose for the Record Request

The Head of School will respond promptly to any such requests, typically within 3 business days. Should a Court Order or any other legal document exist that would prevent the release of a child's records to that child's parent(s), such order must be provided to Incarnation Academy.

### **\*Records Request Policy Records Requested for a Legal Matter**

Any documents requested for a use in a pending litigation matter (including pending divorce or child custody proceedings) must be made pursuant to a subpoena to Incarnation Academy. The Head of School will then comply with the terms of the subpoena.

## **Hearing and Vision Screening**

All students that are 4 years old by September 1<sup>st</sup> of the school year must have a completed and signed vision and hearing screen on file. The screening must be completed and filed prior to the completion of the first semester of enrollment or within 120 calendar days of enrollment. Families may choose to use a private provider or use the provider that is hired by the school.

## **Image Release**

To celebrate the community spirit of Incarnation Academy and share it with potential school families, school representatives may photograph, film or otherwise record events that may include individual students, family members and guests. To document this understanding, each family is asked to indicate their agreement by signing their acceptance or refusal on the Photo Release Form.

## **Parents and the School**

Incarnation Academy brings together families with a common commitment to the well-rounded development and education of their children. It is very important for parents and teachers to establish a good relationship and maintain communication with each other throughout the year. Strong communication between home and school provides continuity that will help your child make the most of his/her preschool experience. Incarnation Academy has several strategies in place to formalize communication between parents and the school.

### **Privacy/Confidentiality**

Confidentiality is a high priority of our program. All information about families is kept in strict confidence. Information concerning students and their families will be limited to purposes directly connected with the administration of the program. The staff will respect each family's right to privacy. No other use of this information shall be made without prior written consent from the parent. Parent volunteers are also expected to respect the same confidentiality standards as our staff.

However, if and when we are concerned about a child's welfare, it is permissible to reveal confidential information to agencies or individuals who may be able to act in the child's best interest.

We must obtain written permission from the parents/guardians prior to releasing confidential information, except in the cases of maltreatment. Written permission will be maintained in the child's records.

### **Beginning of the School Year**

Prior to the first day of school, each child will receive a welcoming postcard from his/her new teacher(s) and an invitation to a "Meet the Teacher" event. We encourage all families to attend the "Meet the Teacher". This is a wonderful opportunity for you to meet other school families and preview the classrooms.

### **Parent-Child Separation**

It is normal for the beginning of the school year to bring feelings of anxiety and sadness to your child. As they adjust to their new surroundings and make new friends, this anxiety will usually subside. Please be assured that our teachers will do everything possible to comfort and ease this transition for your child. Parents are encouraged to keep goodbyes brief and consistent each morning. A hug, a kiss and a promise that you will return at pick-up time will help your child adapt to his/her new class and instill a healthy sense of independence.

## **Parent/Teacher Conferences**

Parent/Teacher Conferences for the Pre-K 4 and Kindergarten classes will be scheduled twice during the school year, once in the Fall and once in the Spring. Please make every effort to schedule your meeting during these times.

## **Issues & Grievances**

Teachers and staff are also available for consultation at other times throughout the school year. We urge you to tell us your concerns as soon as possible. You may call the School Office anytime from 8:30 AM till 3:30 PM. The Head of School can be reached during these school hours. Except for emergencies, please avoid calling teachers at home or on their mobile phones.

Please address your concerns regarding your child's classroom experience to his/her teacher directly. Teachers are your first resource to answer your questions and resolve any difficulties. If the teacher is unable to resolve your request, please address your questions to the Head of School.

## **Termination of Enrollment**

When the parent/guardian chooses to terminate the enrollment of his/her student, a 30-day written notice to the school office prior to the first of any month is required. In a great majority of cases, termination of enrollment is due to relocation. However, we recognize that not every situation is appropriate for every child. If, for any reason, this school is found to be unsatisfactory for any particular child, we will discuss this with the parent/guardian to determine the cause. Sometimes we can help the child make the adjustment. If this is not the case, the parent/guardian and the school may choose to terminate enrollment on a timeline that is in the child's best interest.

As stated previously, the child's adjustment to the program and the appropriateness of the particular arrangement for an individual can cause concern for the child's well being. If the staff does not feel that it is meeting the child's needs, we reserve the right to terminate enrollment. The school also reserves the right to terminate enrollment if a parent/guardian's actions and behaviors are inappropriate.

- All registration fees are nonrefundable and cannot be applied towards tuition payments or future bills.
- No refunds will be made if the school is closed due to unavoidable circumstances.
- Thirty days written notice due by the first of any month.

## **Newsletters**

A School Newsletter is published on a monthly basis. This newsletter contains information about our curriculum, special dates to mark on your calendar, IAPA information and parent volunteer opportunities. If you have an item that you would like to include in the newsletter, please submit it to the school office by the 20<sup>th</sup> of each month.

## **IAPA**

The Incarnation Academy Parent Association is a group of parent volunteers who support our school by assisting teachers, fundraising for projects, and sponsoring special events. They strive to create a bond between the children, parents, teachers, and staff. In order for the IAPA to be successful, they depend on parents to participate and volunteer their time.

## **Student Health And Safety**

In compliance with the Texas Health and Human Services and Child Care Licensing, a Health Requirement Form for your child must be submitted and kept on file in the school office. This health form must indicate that your child has had a physical exam within the past 12 months, and he/she is in good health and that he/she meets current vaccination requirements. This health form must be signed by a physician. By law, your child will not be allowed to attend school without a current health form on file and no exceptions can be made. Health forms can be mailed to the school or hand delivered directly to the school office. Teachers cannot accept these health forms.

### **Illness & Control of Contagious Disease**

If, upon arrival at the school, it is obvious to the teachers that your child is ill, they will ask you to keep the child at home. If, during the course of your child's day, she/he should become ill, you will be notified immediately and are expected to pick up the child. Any child that is exhibiting symptoms of fever, cough, sore throat, rash, or a skin lesion may be excluded from attending school. Please refer to the Illness Guidelines below for some common illnesses and use your best judgment in determining if your child is healthy enough to attend school. By helping us to observe good health standards, you will be protecting your child as well as others at the school. Thank you for your cooperation.

When your child is sick, please call the Incarnation Academy office at 214-522-0160 to inform the staff of your child's absence.

### **COVID-19**

We will continue to update our COVID-19 policies and procedures under the guidance of the CDC and Texas Health and Human Services. In the event that your child or a member of your household tests positive for COVID-19, please notify the school office immediately. Any IA student that has been exposed to a confirmed case of COVID-19 must follow these quarantine policies for returning to school.

- After day 10 without testing
- After day 7 after receiving a negative test result (test must occur on day 5 or later)

\*All positive COVID-19 cases in IA students and staff must be reported to Texas Health and Human Service and Child Care Licensing.

## Illness Guidelines

Children with the following symptoms may have a communicable disease and should be kept home for 24 hours after medical treatment or until all symptoms subside. Documentation from a medical provider may be required before a student can return.

- **Fever** – Temperature of 100.4 or higher with fever suppressing medication.
- **Respiratory Symptoms** – Difficult or rapid breathing or severe coughing. High pitched croupy or whooping sound after coughing. Child is unable to rest comfortably due to continuous cough.
- **Diarrhea**
- **Vomiting**
- **Nasal Drainage** – thick mucus draining from nasal passages.
- **Pink Eye**
- **Sore Throat**
- **Infected Sores** – sores with crusty, yellow, or green drainage cannot be covered by clothing or bandages.
- **Lice** – a student with a confirmed case of lice can return when all nits have been removed. The school office will complete a head check upon return.
- **Ringworm**
- **Scabies**

## Medicines

The use of medication during the school day is a great responsibility for the staff. We ask that all parents follow the following guidelines:

- Bring all medication to the school office in its original container with physician instructions.
- A Medication Authorization Slip must be filled out. A copy of this form can be provided to you at the school office.
- Over-the-counter medication must be accompanied with a signed directive from the physician.
- Epi-Pens and the corresponding Action Plan must be kept in the classroom and your child's teacher must be trained for their use.

## **Immunizations**

Each child enrolled at Incarnation Academy must meet applicable immunization requirements specified by *The Texas Department of Health Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education*. This requirement applies to all children in care from birth to 17yrs of age. All required immunizations for your child must be completed by the date of admission and reenrollment. Exemption for immunization requirements must meet criteria specified by the Texas Department of State Health Services rule §97.62(relating to Exclusion from Compliance). The recommended childhood immunization schedule is found at: [www.dshs.stste.tx.us/immunize/schedule/](http://www.dshs.stste.tx.us/immunize/schedule/).

Immunization schedules are monitored by Incarnation Academy. Each school year a new immunization record must be provided for each enrolled student. Parents should also provide updated records when children receive new immunizations.

If your child is on a delayed immunization schedule or an exemption from immunization requirements on file, he/she will be excluded from activities if a vaccine-preventable disease is determined among the school population.

Incarnation Academy does not require employees to maintain immunizations. We leave this decision to staff members and their medical providers.

## **Allergy Action Plans**

Students requiring Epinephrine injections and/or Benadryl, are required to have an Allergy Action Plan on file in the school office. EpiPens are considered a medication and must be checked in though the school office with all corresponding forms and documentation. Once the EpiPen and the appropriate paperwork have been received, it will be stored in the best location.



## **Emergency Medical Attention**

In cases of injury or sudden illness, Incarnation Academy staff members assess and respond according to basic first aid training and guidelines. All teachers, the administrator, and most staff maintain American Red Cross First Aid and CPR certification. Parents will receive an incident report immediately, except in cases of a minor injury. Parents will be notified of minor injuries and receive an incident report by the end of the school day.

If the injury to the child is severe enough to warrant professional medical attention in the judgment of the attending adult, Incarnation Academy will contact parents or emergency contact persons immediately. If the parent or the emergency contact cannot be reached, the child will be transported to the nearest hospital emergency room (Baylor Hospital of Dallas) by ambulance.

The completed Emergency Medical Authorization Form, Student Allergy Form and immunization records will be taken to the hospital to communicate any special needs or precautions that should be observed in caring for your child. Parents will be notified immediately. Parents are expected to assume responsibility for any resultant expense.

## **Biting Policy**

We want to ensure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children. Biting is a normal stage of development for young children who are teething and are still developing their language skills. It is usually a temporary condition that is most common between 13 and 24 months of age. This means that it is a particular concern for staff in the Toddler/Pre-K2 classrooms.

For safety and health concerns, we take biting seriously. When it happens, it is very scary, frustrating, and stressful for children, parents, and teachers. It is also not something to blame on children, parents, or teachers and there are no quick and easy solutions. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention. Knowing that the effect of their biting will hurt another person is not yet a part of a child of this ages' mindset, so the "cause-effect" relationship is not internalized. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, when everyone cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is the following:

- The biter is immediately removed from the group. The bitten child is consoled, and the bitten area is washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising. The biter is not allowed to return to play and is talked to on a level that he/she can understand and then redirected.
- A written incident report is given to the parents of all children involved when they are picked up that day. The name of the biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.
- We look at the context of each biting incident for a pattern, in an effort to prevent further biting behavior.
- We work with each child on resolving conflict or frustration in an appropriate manner.
- We try to adapt the environment and work with parents to reduce any child related stress.
- We make special efforts to protect potential victims.

We try to make every effort to extinguish the behavior quickly and to balance our commitment to the families of all children. Only after we feel we have made every effort to make the program work for the biting child, do we consider asking a family to withdraw the child.

## **Potty Training and Toileting Policy**

Children enrolled in Pre-K 3, Pre-K 4 and Kindergarten classes at Incarnation Academy are expected to be fully potty trained. Fully potty trained does not include the use of diapers or pull-ups. Each potty-trained student will need to be able to express his/her need to go to the restroom, be able to pull their clothing down, position themselves on the potty, wipe and be able to pull their clothing back up. We do not have the facilities or supplies required to change children in these classrooms.

We realize that accidents will happen. Accidents by definition are unusual incidents and should only happen infrequently. Parents are asked to bring a spare set of clothing in case of the occasional accident. These accidents are a part of the growing process and will be handled in a kind and gentle way, with respect for the child's feelings.

**Accidents** - If a pattern of accidents occurs the following steps will be taken:  
Step 1: Daily or multiple accidents over a one-week period, the parents will be asked to come change his/her child while at school.

Step 2: Multiple accidents over a period of 2 weeks, the student will not be considered potty trained and will be asked to enter a more developmentally appropriate classroom or withdraw from the school until he/she is completely potty trained.

**Naptime** - If a student is wearing a pull-up or other potty-training garment at nap/rest time, then the following procedures will be initiated.

Step 1: The students must be able to change into their pull-up or potty-training garment.

Step 2: After nap time the student must be able to remove the pull-up or potty-training garment and change back into underwear.

It is our goal at Incarnation Academy to provide each student with a positive school experience. If potty training issues interfere with the daily classroom activities, the staff will be unable to provide the class with an optimal learning experience. If you have any questions regarding these policies, please contact the school office.

<https://www.parenting.com/article/potty-training-guide>

[http://pediatrics.aappublications.org/content/103/Supplement\\_3/1362](http://pediatrics.aappublications.org/content/103/Supplement_3/1362)

## State Standards and Policies

Incarnation Academy is licensed by the Texas Department of Health and Human Services. Our license number is 825894. Parents may contact the local Child Care Licensing office located at:

8700 North Stemmons Freeway, Suite 104

Dallas, Texas 75247

(214) 583-4253

(800) 582-6036

The Child Care Licensing website is:

[www.dfps.state.tx.us/Child\\_Care/Search\\_Texas\\_Child\\_Care](http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care).

### **Texas Administrative Code**

TITLE 40 SOCIAL SERVICES AND ASSISTANCE PART 19  
DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES CHAPTER  
745 LICENSING SUBCHAPTER K INSPECTIONS AND  
INVESTIGATIONS DIVISION 1 OVERVIEW OF INSPECTIONS AND  
INVESTIGATIONS RULE §745.8415 What can Licensing inspect and/or  
investigate?

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We may investigate any part of your operation that could affect the health, safety, or well-being of children. This includes, but is not limited to, access to all children in care, employees, records, and any area of the building, home or grounds where your operation is located.

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**Source Note:** The provisions of this §745.8415 adopted to be effective March 1, 2002, 27 TexReg 965

### **Gang-Free Zone**

House Bill 2086. This law adds §42.064 of the Human Resource Code and designates certain areas around child care centers as 'gang-free zones'. Under the Texas Penal Code, any area within 1000 feet of Incarnation Academy is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. For detailed information about gang-free zones, please consult sections 71.028 and 71.029 of the Texas Penal Code. Additionally, parents may contact the City of Dallas for information about obtaining a copy of a map if they choose to do so.

## **Child Abuse & Neglect**

At Incarnation Academy, our goal is to increase employee and parent awareness of child abuse and neglect and communicate all pertinent information. All staff are required to participate in annual training that includes child abuse and neglect, CPR, AED and First Aid. It is the policy of Incarnation Academy to report all suspected cases of child abuse and/or neglect to The Texas Department of Family and Protective Services. A person making a report is immune from civil or criminal liability and the name of the person making the report will be kept confidential. Any person who suspects abuse and does not report it can be held liable for a Class-A Misdemeanor. Teachers and other professionals must report suspected abuse or neglect within 48 hours of suspecting the child has been or may be abused or neglected.

All Incarnation Academy employees are required to complete “Safeguarding God’s Children” and complete updates when necessary.

## **Recognizing and Preventing Child Abuse**

Child abuse is more than bruises and broken bones. Other types of abuse, such as sexual abuse, emotional abuse or child neglect, also leave deep, long-lasting scars. By learning common types of abuse and where to get help, you can make a huge difference in a child’s life.

Child abuse prevention means understanding and using the best strategies and techniques to recognize the symptoms and patterns of abuse before they occur. This can be achieved by providing families and communities with education, support and resources. If you would like more information, the websites below are great resources:

US Department of Health and Human Services  
<https://www.childwelfare.gov/pubPDFs/signs.pdf>

Texas Department of Protective and Family Services, A Parent’s Guide To CPS  
[http://www.dfps.state.tx.us/Child\\_protection/child\\_safety/recognize\\_abuse.asp](http://www.dfps.state.tx.us/Child_protection/child_safety/recognize_abuse.asp)

If you have cause to believe that a child has been sexually, physically or emotionally abused or neglected in any way, please make a report. All employees of public, charter or private schools as well as day care facilities are required by law to report any known or suspected abuse.

**If you suspect any abuse or neglect, you can call the Abuse Hotline 24 hours a day, 7 days a week, toll free (1-800-252-5400) from anywhere in the US.**