

Parkview Christian Childcare & Preschool Handbook



The Next Best Place to Home

Parkview Christian Childcare Center

Daycare & Preschool

“Lo, Children are a heritage from the Lord”
(Psalm 127:3)

Dear Parents,

Parkview Christian Childcare Center (PCCC) is a Texas licensed Daycare and Preschool. Our purpose is to assist you in caring for the total child spiritually, cognitively, emotionally, and physically. We strive to do all that we can to see that your child has a safe environment and learning experience.

Students leave our care well prepared for their elementary years. The concepts of sharing, friendships, God’s love, and basic ideas of reading, writing, and math are professionally presented throughout the day.

Parkview Christian Childcare Center (PCCC) and Parkview Christian Academy (PCA) are ministry arms of Parkview Baptist Church (PBC) Waco, Texas. As such, both ministry arms have the same goal and objective of presenting the Gospel of Jesus Christ in all things, and living out the commands, morals, and precepts of the Bible. PPC, PCC, and PCA are each governed principally by the Bible, God’s Inspired Word for Christian living and life, and secondarily by the Constitution and By-Laws and Statement of Faith of PBC. Each employee, volunteer, and independent contractor of the Church, Childcare, or Academy is a minister of PBC, and the Gospel it represents.

Our hours of operation are 6:30am to 5:45pm. Feel free to call for more information.

Yours for the children,

Tom Lene’

Yvonne Webb

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Hours of Operation

Parkview Christian Childcare Center operates Monday thru Friday, twelve months of the year. We open at 6:30 AM each morning. Children need to be here by 10:00 AM unless cleared by the Director. The facility closes promptly at 5:45 PM. Please call if you know that you will not be on time. Late fees will be assessed promptly at 5:46 PM. All late fees are due the day they are incurred. The following are late fee charges:

5:45 PM-5:50 PM..... \$10.00

5:51 PM-6:30 PM..... \$10.00 + \$2.00 per minute

6:30 PM we will call the proper authorities.

Remember, your child will be waiting to see you, so **please do not arrive late.**

Note: Late pickup fees are due no later than the following day the child was late being picked up. Any other arrangements must be cleared through the Director. If the fee is not paid the following day, and prior arrangements have not been made, an additional \$10.00 per day fee will be assessed until the fee is paid. All fees must be paid the Monday of the following week for the students to be admitted.

School Closings

Parkview Christian Childcare Center observes the following holidays. ***Please note that tuition is still due.***

School Year and Summertime:

- New Year's Eve (Close at noon)
- New Year's Day
- Good Friday
- Memorial Day
- July 4th
- Three days in August for teacher orientation, training, and classroom preparation
- Labor Day
- Thanksgiving Day and the Friday after
- One week for Christmas

Parents: In order to enjoy Christmas with our children, our policy has changed as follows. We will be giving you 1 week of vacation at Christmas ONLY. This replaces the vacation week previously. ***Tuition will NOT be due for that week.*** We will also close at noon on New Year's Eve and be closed New Year's Day. Tuition will be due.

Bad weather closings:

In case of inclement weather, you will need to check television stations and websites 6, 10, and 25. Be sure to check **all three** stations, due to the fact that it becomes hard for us to get through to some of the stations as a result of the large amount of school, business, and organization calls. If you see a listing for Waco ISD or Parkview Christian Academy, but no listing for the Center appears, ***note*** that if the Academy closes, we will be closed also. We also observe the same delayed opening at 10:00AM as Waco ISD. Due to inclement weather closing tuition is still due.

Sign up for important updates from Parkview.

Get information for PCCC right on your phone—not on handouts.

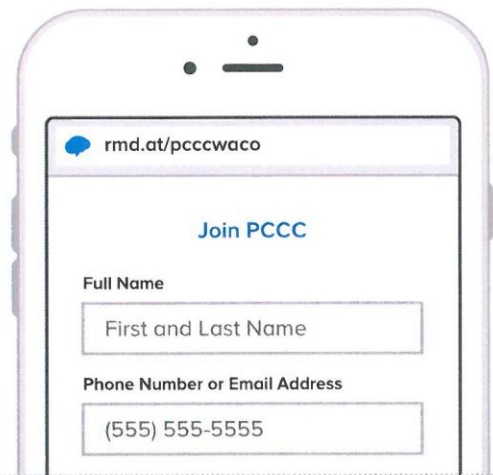
Pick a way to receive messages for PCCC:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/pcccwaco

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



B If you don't have a smartphone, get text notifications.

Text the message [@pcccwaco](#) to the number **81010**.

If you're having trouble with **81010**, try texting [@pcccwaco](#) to **(254) 212-4561**.

* Standard text message rates apply.



Don't have a mobile phone? Go to rmd.at/pcccwaco on a desktop computer to sign up for email notifications.

Tuition Fees

Tuition payments are due on Friday, prior to the upcoming week. If tuition is not paid the Friday before the upcoming week, it must be paid before the child is left on Monday (or the first day back). If permission is not received to pay Monday afternoon, the following late fees will apply. Under no circumstances will the child be admitted Tuesday unless all tuition and late fees are current. Please make all checks payable to: Parkview Christian Childcare Center or PCCC.

Late Fee.....\$10.00 + \$1.00 per day until paid in full!

Note: PCCC will not accept postdated check or agree to hold a check for any period of time. If you pay by cash, a receipt will be available in your child's classroom or front desk the following day.

We give a second child discount, military and law enforcement discount, and medical professionals discount.

Returned Checks

There is a \$30.00 charge for all returned checks. The returned check and returned check charge must be paid in cash. After two checks have been returned on any student's account, all future payments or any fees **MUST** be paid in cash or money order. We go by the student's account, not by the checking accounts that might be used to pay accounts.

Arrival and Attendance

Parents are issued a key card entrance pass to enter the building. It is necessary that you enter using your key card for the protection of your children. As you enter the Preschool entrance at the rear of the building, you will need to sign your child in by using the time clock, you must clock them in and out on the computer in the main building. To sign in a child, the person dropping off the child will type in the code provided by the preschool. If your name does not appear on the welcome screen, please notify the front desk and they will inform you of your log-in code. It is important that your child arrive in time to join the group and participate in all of the day's activities. Each class follows daily lesson plans, and a **curriculum** which is mostly taught in the morning hours between 8:30-11:30. Please try and make every effort to have your child here by **8:20 AM**, so that he/she may advance at the same level as the other children in the class. Irregular arrival times create confusion and a feeling of being left out of the group. ALL children need to be here by 10:00 AM unless cleared by the Director. Please remember our covered drop-off area is for pick-up and drop-off only. If you need to be longer than a few minutes, please park in the parking lot.

Mid-day/Afternoon Pick up

When you pick up your child, please sign him/her out in the same method as above. Only authorized persons may pick up your child. If someone other than the parent comes to pick up the child, that person must be listed on your Child Identification Sheet. If a child is to go home with someone not on the form, a parent must call (and be able to state your child's code). (Anyone you wish to permanently add to the form must be done in person at the front desk.) The staff will ask for some form of photo identification and match it to a name on the Child Identification sheet before releasing the child. For your child's safety, please do not send in older siblings to pick up his/her younger sibling. Once your child has been released from the classroom by the teacher to the person picking him/her up, the staff is no longer responsible for that child/children.

Withdrawal and Re-Admittance

Anytime a child is withdrawn from the Center for any period of time in which no tuition is paid, and the child returns, there will be a full re-enrollment fee of \$100.00 due. We do not issue refunds on any fees paid for any reason and all fees must be kept current for admittance.

Please give at least two weeks notice so a replacement can be found for your child's spot and the income of the Center can remain stable. If you withdraw without notice or after a week has already begun, your account will be charged for the week's tuition. You will be responsible for paying for that week. The success of our business depends upon the prompt payment of all accounts.

Summer time withdrawals will be as follows: You must enroll prior to the new school year. We are a first come first serve facility. To maintain this facility and meet our obligations, we will require a holding fee during the summer of two hundred dollars (\$200.00) a month for those that withdraw their child/children for the summer months of June and July. Parents that pay the holding fee will not be required to pay a re-enrollment fee in August. This will offset turning children away during these months.

Dismissal

Our concern is for our children. If for any reason we feel our school is not in the best interest of the child, we will dismiss your child. We have the right to dismiss any child without prior notice. We also have the right to refuse a child from entering our Center if we are unable to accommodate them or feel that it is in the best interest of our children.

Outside Play

We feel daily outside play (weather permitting) is a must for all children. The Texas Department of Protective and Regulatory Services requires that we take the children outside thirty minutes per day. We ask that you please dress your child for the weather--shorts in the summer, hats, coats, and mittens in the winter. Children who are **too ill** to go outside should be kept at home.

Dress

** No flip flops, crocks, boots or backless shoes. Girls: shorts under dresses*

Remember to change out your child's extra change of clothes, as seasons change.

Bringing Things to School

Parkview Christian Childcare Center is not responsible for the loss or damage of things brought from home. However sometimes it helps a child to feel more secure if he/she brings a favorite toy or stuffed animal from home. The following are our policies concerning things brought to the Center:

1. Bring one (1) item
2. Nothing with small pieces
3. The item must fit inside the child's cubby and still allow room for school supplies.
4. If it is something you don't want other children handling, please don't bring it to school.
5. All things brought to school, including coats, hats, mittens, blankets, etc., must be clearly labeled with the child's first & last name.

The following are things we **do not allow** children to bring to school:

1. War toys (guns, swords, knives, or anything representing a war or a fighting theme)
2. Action figures (regardless of whether they represent good, evil or neither; i.e. movie figures, Batman, Power Rangers, etc.)
3. Barbie dolls (or any Barbie type doll, including accessories)
4. Money
5. Ink pens
6. Permanent markers

We use age appropriate DVD's only, which must be approved by the Director before using.

Potty-Training Guidelines

Definitions:

POTTY TRAINED- Potty-trained is when a child has the ability to ask the teacher to use the toilet, and when the child has the ability to use the restroom properly without assistance and can cleanly wipe his/herself.

ELIMINATION ACCIDENTS- If a child had three (3) accidents concerning elimination within a 5-day period (starting from the date of the first accident and not counting weekends) the child **must** be withdrawn for a minimum of two (2) weeks for additional training. Tuition is still due to secure the child's enrollment in the class.

Our current program does not have a program for three-year olds who are not potty-trained.

Accidents

Sometimes accidents happen when children have a disagreement with a playmate. Even though our teachers are alert and attentive, accidents can still occur. Minor bumps and bruises will be cared for by the teacher and noted on an accident form presented to the parent at the end of the day. Parents need to sign this form and return it to the front desk. A copy of the form can be given to the parent if desired. If a serious injury should occur, you will be notified immediately. Therefore, up-to-date emergency contact phone numbers must be kept in your records at all times.

Hold Harmless Provision that must be signed states the following:

“By signing the Handbook Acknowledgment, I/We hereby indemnify and hold harmless Parkview Christian Childcare Center, its staff, associates, and/or its affiliates in the event a health emergency and/or personal injury to a child should arise while in the care of PCCC. I/We are assured that PCCC will make its best effort to ensure the safety of the children in its care and that it adheres to the strict guidelines set forth by the Texas Department of Human Services. I/We also understand that I/We are responsible for maintaining adequate health and liability coverage for my/our child/children that is/are enrolled in PCCC. Students enrolled in PCCC are not covered by medical or accidental insurance while participating in Center activities. Additionally, I/We understand that PCCC does not provide health or liability insurance for the child/children while under the care of PCCC.”

Birthdays

Birthdays are special times for children. Certainly, if you care to bring special treats you may. We encourage you, if you are bringing something, to bring cupcakes or cookies, fruit, or small sandwiches. (i.e. finger food treats) If you bring a cake, we ask that you also bring plates and plastic spoons or forks. If you have birthday invitations and every child in the class is invited, you may give them to the teacher to distribute. If you are inviting a limited number of children or child/children in another class, please handle that through mail, facebook, or email.

School Parties

Notification of school parties will be sent out in advance with special instructions. Teachers may have a sign-up sheet to request food items for the party or have you bring money. We appreciate your participation and generosity at these times.

Illness

The following is our policy concerning the exclusion from attendance due to illness or injury:

1. When a child has diarrhea, vomiting
2. When a child has a temperature of 101 when checked in the ear.
 - a. **Before returning to the Center, the child must be free of fever, vomiting and diarrhea for 24 hours prior, without the use of fever reducing medicines. If a child**

is sent home with fever, vomiting or diarrhea he/she must be excluded from attendance the next day without exception.

3. When a child has a green discharge from the nose, whether or not accompanied by other symptoms such as a cough
4. When we **suspect** pinkeye (*Symptoms: Inside lower lid is tomato red in color. The white of the eye is pink and cloudy, and/or there is discharge and matting.*)

Your child may return to the Center when he/she has been out for two (2) days following the day he/she was sent home, and when he/she returns with medicine, or has written consent from a physician, stating that the child may return to school.

5. When a child has a ringworm (These are a highly contagious fungus.)
6. When a child feels bad enough that he/she is unable to participate in the daily activities, whether or not the child has an elevated temperature or symptoms
7. Parkview Christian Childcare Center has a **No Nit Policy**. This means that a child with head lice or nits shall be excluded from the Center and shall not be re-admitted while **any nits whatsoever** remain on the head. Before being re-admitted to the classroom, the child and his parent must go to the office to be checked.

Illness Pickup Policy

If it becomes necessary for the Center to call and ask that your child be picked up due to illness, injury or inability to participate, arrangements need to be made for your child to be picked up **within 30 minutes of the call**. In case of sickness or emergency, it is crucial that **all** phone numbers be kept current in your child's file and on their identification sheet.

*Note: There is no credit on tuition due to illness, injury or non-attendance, due to the fact that you are not paying for days of attendance, but rather for your child's place in our facility. If your child must be out longer than two weeks and you want his/her place reserved, we will be happy to set up a payment schedule for past-due tuition upon the child's return, **only if written consent from a Physician is presented.***

Medication

For the safety of your child, Parkview Christian Childcare Center will no longer be administering medications. It is a legal liability for us to administer medications without certified medical personnel. If your child is in need of medicine throughout the day, we ask that you make arrangements to administer it. The staff apologizes for any inconvenience.

Medical Emergencies

If, at any moment, a child has a medical emergency, the Center will proceed in the following manner:

1. Call 911.
2. Apply CPR and First-aid to the child, as needed.
3. Look over the child's ID sheet and notify parents or the adult who is next on the list if the parents cannot be reached.

Discipline and Guidance Practices

At Parkview Christian Childcare Center, we provide positive methods of discipline and guidance that encourage self-esteem, self-control, self-direction, and Christ-like behavior which include at least the following:

1. Using praise and encouragement of good behavior rather than focusing solely upon unacceptable behavior.
2. Daily reminding a child of behavior expectations by using clear, positive statements.
3. Redirecting behavior using positive statements.
4. Using brief, supervised separation or timeout as is appropriate to the child's age and development.

If the above disciplining procedures have been taken and the child continues to engage in disruptiveness, the parents will be called.

We **DO NOT** believe in using corporal punishment, threats, or ridicule as a means of discipline with the children.

Meals

Parkview Christian Childcare Center believes that each child should be provided with meals that fulfill their growth and energy needs. We provide the following:

Morning Breakfast Snack

Lunch

Afternoon Snack

** A schedule of meals to be served is posted on the bulletin board at front office.*

** The menu is a four-week rotating menu.*

Morning Breakfast Snack

Each morning, a light breakfast snack is served, accompanied by a serving of milk. You are more than welcome to send breakfast with your child/children; however, any food brought should be disposable. Please refrain from sending items that must be washed, refrigerated or microwaved. Breakfast is served between 8:00 and 8:30 am, so we ask that you not allow your child to bring food into the classroom after this time as it causes a distraction. If your child has unfinished food, he/she will need to finish eating before going to class.

Lunch

A nutritious lunch is served each day between 10:45AM and 11:30PM. Each lunch meal is nutritionally balanced and includes at least one serving of Meat, Vegetables, Fruit, and Beverage. Please check the meal plan each week to ensure that your child doesn't have any food allergies to any meal served that week. If, in fact, your child does have a food allergy, please notify the child's teacher and **an alternate lunch will need to be provided by you.**

If you should arrive at school before 8:30AM, your child will automatically be on our lunch count.

If your child will be arriving after 8:30AM you must call the school before 8:30AM to place him/her on the lunch count. If you do not call before 8:30AM, your child will need to bring a lunch that day.

Due to limited refrigerator space, we cannot store individual lunches or snacks in the refrigerator. Also, please do not send lunches or snacks that must be microwaved. Lunches from home need to be sack-type lunches and must be well-balanced. Please ensure that your child's name is on all lunch boxes, lunch sacks, and sippy cups sent to school.

Lunch visitors are always welcome! However, visitors must be 18 or older. All visitors must check in with the front desk upon arrival. In order to receive a lunch from the school, you must notify the school no later than 8:30AM on the day you wish to receive a school lunch. The charge for receiving a school lunch is \$3.25.

Immunization Requirements

Each child enrolled at the child-care, from birth through 5 years of age, must meet applicable immunization requirements. We must have current a shot record in their file by their enrollment date. No exemptions or exceptions. The following information must be on the immunization record:

1. Child's name and birth date
2. Number of doses and vaccine type
3. Month, day, and year your child received each vaccination
4. Signature of the physician or general practitioner who administered the vaccine.

Vision and Hearing Screening

All children who are four years of age or older must have on file proof of vision and hearing screenings conducted by a licensed or certified screener or a health-care professional. A signed statement from the child's parent that the child's screening records are current and on file at another program or school the child attends away from the center will also suffice. The statement must be dated and include the name, address, and telephone number of the other program or school that is attended.

Enrollment Procedures

Here at Parkview Christian Childcare Center, enrollment shall be open to any child, provided the child meets the age requirement of the Center, and if we are able to meet the needs of that child. The Director and the teacher will decide if a child's physical, emotional, social, or intellectual conditions prohibit or inhibit the child's acclimating into the program. We will make reasonable accommodations to fit all children into the program. If your child cannot adjust, we recommend that you withdraw your child. However, all efforts will be made to accommodate your child before this is necessary. Enrollment shall be granted without discrimination in regard to sex, race, color, disability, or national origin.

We Must Have the Following Upon Enrollment

The Department of Human Services requires us to have the following documents on file before your child's admission to the Center:

1. Birth certificate (copy)
2. Updated shot record
3. Enrollment sheet
4. Identification sheet
5. Social security card (copy)
6. Hold Harmless agreement
7. All children who turn four years old by September 1st, must have a vision and hearing test within 120 days of enrollment and a copy of the results must be provided to the Center.
8. Permission to photograph
9. Allergies
10. Handbook policy
11. Emergency preparedness policy

Other items required upon admittance

1. Registration fees paid
2. Full change of clothes (pants/shorts, shirt, underwear, & socks labeled with child's name)
3. Child-sized kinder mat, labeled
4. Small blanket and small pillow, labeled

You will receive a school supply list from your child's teacher upon registration. **Everything** you send with your child **must** be labeled, with the exception of the large boxes of tissues and the small school supplies. *(Note: We cannot accept full sized mats, blankets, or pillows due to space restriction)*

Communication and Visitation

Teachers are busy in the mornings receiving and welcoming students, as well as directing activities. In the afternoon, if your child stays for the extended day his/her teacher may have gone home for the day. If you need to meet with your child's teacher, please ask for a parent's note at the front desk. Your child's teacher will be happy to get back with you about scheduling a conference time. It will not be appropriate to discuss the children or incidences in the school with anyone other than your child's teacher or the Director. The teachers are interested in answering your questions or discussing your concerns, but we will ask that this not be done in the presence of the children or other adults. Should any parent feel that his/her concerns are not being heard, that parent should contact the Director.

We have an open Center and parents are welcome at any time. Since we do teach a curriculum, and teachers are working from lesson plans, please check with the teacher in advance if you are planning an extended stay.

We welcome you and hope you will schedule as many extended stays as possible. Teachers can always use an extra pair of hands. If you are staying any day for an extended period time, (30 minutes or more) it is policy that you check in at the front desk first.

Animals

We do not have animals at our Center.

Miscellaneous Procedures

Any parental notifications will be handed out in your child's cubby, pocket, or diaper bag.

We are now providing the parents with a monthly newsletter, keeping them informed of preschool events, improvements, and updates.

We also provide a quiet place for breastfeeding mothers.

Our open-door policy welcomes parents to call or drop by with any questions or concerns about the policies and procedures here at the Center. These can happily be reviewed and discussed with the Center's Director. Sometimes an appointment may need to be made as our Director may be in the classroom or with another parent.

We have surveillance cameras installed in the Newborn – K2 classrooms.

Parents are always welcomed to visit the Childcare Center to observe their child, at any time during the Center's hours of operation; however, we ask that you sign in at the front desk and pick up a visitor's badge. Someone will gladly show you around and let you observe. Observations should be thirty (30) minutes or less.

Classroom participation is appreciated. Please make an appointment with your child's teacher to help in the class with a special project or have lunch with your child.

If there are any changes in the child's home situation, we ask that parents please let the Director and teacher know. We understand that this could affect the child's behavior, and notification of major changes will enable the teacher to find a positive means of addressing them.

If we are subpoenaed for records or any type of paperwork for any reason, we charge a \$125 research fee. This includes records needed for court cases.

Since August of 2017, we have been using a Card System to access our buildings. This system helps us keep our doors locked at all times, therefore providing a safe environment for our children. Parents are issued 2 cards; one for each parent. If the grandparents or anyone else come to pick up the child/children, they will have to come to the front desk with their picture ID ready, or you can give them your card. You will be responsible for having your card to get in. Promptly at 5:45 PM, your card will deny you access to get in. You **MUST** pick up your child/children on time! The cost to replace your card if lost or stolen is \$25.00 per card. Please notify us immediately if your card is lost or stolen. We will need to deactivate it and issue you a new card at the cost of \$25.00.

When your child/children graduate or leave PCCC permanently, you will need to return your

card/cards to the office, with your final balance paid in full in cash.
Parents will be notified of policy changes via personal letters and memos.

Note: Please look daily for any notes, reminders, or receipts addressed to you in your child's cubby or pocket located in your child's room.

Postings

- Information about Minimum Standards for Childcare Centers is available at the front desk. Parents are welcome to view it at any time during operational hours.
- You will find posted on the wall, behind our receptionist, our latest licensing, fire, health, and gas inspection reports.
- A complete list of all our current employees is posted close to the entrance bulletin board.
- Parkview Christian Childcare Center is a "Gang Free Zone."

Parkview Christian Academy and Parkview Christian Child Care Center

PROCEDURES RELATED TO KNOWN REGISTERED SEX OFFENDERS

The Parkview Christian Academy School Board and the governing body of Parkview Christian Child Care Center are committed to the safety of students and other persons on school property. It is because of that commitment that the following policy has been put into place and added to the Parent and Student School Handbook.

To the extent that the Administration of Parkview Christian Academy and/or Parkview Christian Child Care Center has actual knowledge of a persons status as a registered sex offender, that registered sex offender person shall not be permitted or allowed to enter the property of Parkview Christian Academy or Parkview Christian Child Care Center except for that person qualifying as follows:

1. The registered sex offender is a parent or legal guardian pursuant to a valid and current court order, a certified copy of which is first provided to and on file with Parkview Christian Academy and Parkview Christian Child Care Center.

2. The presence upon the property is strictly for the purpose of (a) attendance at a school sanctioned event or activity; (b) dropping off or pick up his or her child if provided for and allowed by the court order; or (c) attendance at a parent or administrative conference.

The qualified registered sex offender shall comply with the following rules, requirements and procedures for each time he or she enters the school or childcare property as well as other property as provided below. Failure to comply shall be justification for the refusal to allow contact with the child, removal from the property and/or notification of the authorities.

A. For attendance at a parent of administrative conference, the qualified registered sex offender shall:

1. Coordinate with the campus administration not less than 24 hours prior to entry upon the property to schedule a meeting.
2. Upon arrival on the property immediately report to the office, obtain a visitor's badge and remain in the office.
3. Be escorted by an authorized school employee during the entire time he or she is on campus.
4. Have no access to any area of the property where students other than his or her child are present.
5. Be escorted back to his or her vehicle at the conclusion of the visit.

B. When dropping off or pick up a child, the qualified registered sex offender shall:

1. For each occasion, make prior coordination with the administration to schedule the time of drop off or pick up of his or her child;
2. Drop off or pick up the child in the presence of an authorized school employee.
3. Except for drop off and pick up of preschool student, remain in the vehicle at all times.
4. For drop off and pick up of preschool child, be escorted at all times by an authorized school

employee at the time of exit from the vehicle to reentry of the vehicle.

C. For attendance at extracurricular events or activities the qualified registered sex offender shall:

1. Coordinate with the administration not later than 24 hours before the start of the event or activity and give actual notice of his or her intent to attend the event or activity.
2. Immediately upon arrival at the event or activity, sign in at a location designated by the principal or other authorized administration employee.
3. Be escorted at all times during the event or activity by an authorized school employee to and including reentry of his or her vehicle.
4. Sign out at a place designated by the principal or other authorized administration employee prior to departing the event or activity.

D. When picking up or dropping off a student at an extracurricular activity, on or off school property the qualified registered sex offender shall:

1. On each occasion coordinate with the administration to make arrangements for the time and location for dropping off or picking up the child.
2. Remain in the vehicle at all times.

A parent or legal guardian who is subject to these rules, requirements and procedures is prohibited from transporting any child other than his or her own child to or from Parkview Christian Academy and or Parkview Christian Child Care Center campus or school sponsored event or activity without first providing the administration with an original (not a copy) written permission from the parent or legal guardian of any other child to be transported. Any person subject to these rules, requirements and procedures is prohibited from working as a volunteer for Parkview Christian Academy and/or Parkview Christian Child Care Center including but not limited to volunteering for any school related activity.

As used in these rules, requirements and procedures "Parkview Christian Academy and/or Parkview Christian Child Care Center property" includes all property owned, used, leased, or in any way operated by Parkview Christian Academy, Parkview Christian Child Care Center and/or Parkview Baptist Church, including but not limited to the school campus and buildings, athletic fields, parking lots, playgrounds, vehicles, school buses and any other property owned, used, operated or controlled by Parkview Christian Academy, Parkview Christian Child Care Center and/or Parkview Baptist Church.

As used in this policy "Parkview Christian Academy and/or Parkview Christian Child Care Center events or activities" includes but is not limited to any field trip or function on or off campus including sporting events and other school related functions, whether such event, activity or function occurs before, during or after school hours.

Contact Information

Parents can contact the local licensing office at **(254) 750-9344**. You can also contact the Protective Regulatory Services (PRS) at their website - <http://www.dfps.state.tx.us>.

If you see any child abuse and need to report it, please contact the child abuse hotline at **1-800-252-5400**, and the Director.

We reserve the right to make changes to our handbook at any time.