

TURNING POINT FAMILY WORSHIP CENTER



TP KIDDIE ACADEMY PARENT HANDBOOK

REVISED 2020-21

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Welcome to Turning Point

Dear Parents,

We are so excited to welcome returning as well as new children to TP Schools. We are anxious to see the blessings of the Lord upon this ministry.

We believe it is an honor to offer your family a safe, Christian environment that focuses on excellence in education. We are so pleased how the Lord has brought this program together and look forward to creating many wonderful memories with your family.

Our Staff are Christians first! They bring to our School a wide variety of experience. They love working with children and support the vision of this School. We are so blessed to have each of them working with us and trust you will feel the same as they serve your child's educational and childcare needs.

We must ask ourselves, "What are we trying to accomplish here at TP Schools?" We are anxious to prove "Faith + Love + "Consistency" + "High Standards" + "Family & Staff Support" = Successful Students! YES, it takes all that and full student participation. This isn't anything new! We've heard these standards for years. We just believe it's our turn to make a difference and with God's help, WE WILL!

This is our nineteenth year as a Registered Ministry for Childcare Services and ninth year growing our Indiana State Accredited elementary and middle schools. Which is rate an A school in the Indiana grade book three years in a row. We thrive off of our learning experiences and trust God to make this year better than ever!! You and your family are the reason we work towards excellence....We believe you deserve it!

Thanks Again,

Tanya Harris, Administrator
Tim Harris, Pastor

PHILOSOPHY OF EDUCATION

TP Schools is committed to a holistic education process whereby each constituent (administrators, teachers, students, and parents) involved is responsible and accountable for the academic and spiritual development of each student.

TP SCHOOLS commits to having a well-trained staff that affirm, communicate, and work towards our goals.

Our Teachers, whose primary focus is to ensure that students meet or exceed the desired learning objectives, seek continuous personal and professional development, and are personally committed to the academic and spiritual enrichment of each student.

We want Parents who are active in achieving the Academy's mission and participate in the evaluation and improvement of the instructional program.

TP SCHOOLS VISION STATEMENT

TP Schools is an educational ministry of Turning Point Family Worship Center. Our vision is to *TEACH, TRAIN, TRANSFORM, and TESTIFY!!*

TP SCHOOLS MISSION STATEMENT

TP Schools is comprised of TP Kiddie Academy and Elementary School. We strive to build a solid foundation for our youth to build upon and to achieve academic excellence for the rest of their life. TP SCHOOLS is an Academy of learning for children. We are serious about educating our students in a Christian environment! Our School will continue to strive for excellence. Our entire Staff will be challenged to provide quality education and an atmosphere conducive to the Twenty-first Century students.

TP SCHOOLS MOTTO

Christ and Education is the best combination.



TP KIDDIE ACADEMY/ TP SCHOOLS' CALENDAR 2020-21

July 27 th - 30 th	Parent Orientation (all school 7/27, Prek-5 th 7/29, Middle School 7/30)
Aug. 3 rd -14 th	School wide testing
Aug. 17 th	First day of School
Aug. 27 th	Vision Screening
Aug. 31 st	Afterschool Club Sign up's
Sept. 7 th	Labor Day
Sept. 14 th	Afterschool clubs begin
Sept. 14 th -18 th	School Spirit Week
Sept. 17 th	School Fall Pictures
Oct. 5 th -9 th	Hispanic Heritage Week
Oct. 16 th	Parent Fall Conferences
Oct.16 th	E-learning day (No Childcare Available)
Oct. 19 th -20 th	Fall Break (No Childcare Available)
Nov. 2 nd	TPS Food Drive begins (ends Nov.20 th)
Nov. 24 th	Spirit Wear Day
Nov. 25 th -27 th	Thanksgiving Break (No Childcare Available)
Dec.3 rd	Winter Praise Dance Recital @7p
Dec.7 th -11 th	School wide testing
Dec.16 th	TPS Christmas Program 7p (Last day for students)
Dec.18 th -Jan.4 th	Winter Break (No Childcare Available)
Jan 5 th	TPS Students Return
Jan.11 th	Returning student online registration
Jan 18 th	MLK Day No school (No Childcare Available)
Jan. 21 st -22 nd	E-Learning Day (No Childcare Available)
Jan.28 th	100 th day of School Celebration Open House
Feb.1 st	2020-2022 Open Registration begin
Feb.12 th	Valentine's Day Parties
Feb. 19 th	E-Learning Day (No Childcare Available)
Feb. 22 nd	President's Day (No Childcare Available)
Feb. 18 th	Black History Program
March 8 th -12 th	School wide testing
March 19 th	E-Learning Day (No Childcare Available)
March 19 th	Parent Spring Conferences
April 1 st	Spring Praise Dance Recital @7pm
April 5 th -9 th	Spring Break (No Childcare Available)
April 12 th	TPS Students Return
April 14 th	TPS Open House
April 19 th	NJHS Induction Ceremony
April 28 th	Preschool Spring Program 7pm
May 3 rd -7 th	Spring Baseline Testing/Staff Appreciation Week (No Aftercare Available)
May 7 th	8 th Grade Formal Dinner 7p
May 16 th -19 th	8 th Grade Class Trip
May 26 th	Preschool Moving On Ceremony
May 27 th	TPS Graduation Ceremony 7p (No Aftercare Available)
May 28 th	Last day of School/Field day

****Please note this calendar is subject to change****

GENERAL POLICIES & GUIDELINES

TP KIDDIE ACADEMY

EXCELLENCE

Based on the biblical mandate in I Corinthians 10:31, that in whatever we do, we are to do all to the glory of God. Our goal is to strive for excellence in every academic subject, as well as in our extracurricular activities. Christians should always strive to excel for the purpose of glorifying the Lord.

LOCATION

TP Schools is located on the 20 acres of Turning Point Family Worship Center Campus at 4501 N. Post Road, Indianapolis, IN 46226. We are conveniently located with easy access to two major highways. Highway 465 and Interstate Highway 70 are less than 5 minutes from our property. Post Road is also a main street that crosses Pendleton Pike Road. We are truly positioned for you to get to work in minutes!

ADMISSIONS

TP Schools is a ministry of Turning Point Family Worship Center. We are an independent, fundamental, and bible believing church. We believe in the bible teachings regarding salvation and separation from a life of Sin. As a church ministry, we set standards that are in line with the teachings of this church. Each division of TP Schools has specific criteria for admissions. Those parents interested in enrolling students in TP Kiddie Academy or TP Elementary should meet all criteria for acceptance.

- Application must be completed, and all required records/documents are submitted for review and registration fee is paid.
- All Elementary candidates for enrollment must submit letters of recommendation from three of the following: current teacher, principal, pastor, mentor, and/or others as requested.
- All new students and parents must complete an interview prior to being enrolled
- Parent Agreement Clause must be signed & returned acknowledging full cooperation with the rules and regulations of TPS.
- Formal Letter of Acceptance will be given by TPS if your application is approved.

FACULTY

We strive as a staff at Turning Point Schools to be self-sacrificing and dedicated to Christian education. We share a sincere love for children, and a complete devotion to the Lord Jesus Christ.

It is our goal to employ teachers that provide high-quality learning experiences that meet the educational and spiritual needs of the students at TPS. It is our desire to hire certified and highly qualified Educators. However, we do employ teachers experienced in teaching, with the gift of teaching, who may be degreed in other fields.

SPIRITUAL EMPHASIS

- Chapel services are held during homeroom daily.
- On Fridays we have General Assembly; everyone gathers for Chapel at 8:10am.
- We reserve the right to schedule special speakers.
- TPS parents are encouraged to join us for chapel service.
- Tuesdays are Turning Point Family church fast days. Students are not required to fast, but may do so with parent permission. Parent must supply written consent to the child's teacher or the front office.

SCHOOL HOURS

Childcare Hours: 6:30a-6:00p

Before Care: 6:30a-7:45a

Preschool School day: 7:50a-4p

After Care: 4:00p-6:00p

Office Hours: 8a-5p/ Summer Hours 9a-4p

OFFICE

The office staff provides accurate and timely assistance to the students, parents, and staff of TP Schools. In order to maintain a safe and orderly environment for ALL we are requesting you adhere to the following policies and procedures to assist our office staff:

- Business hours are Monday through Friday, between 8:00a.m. and 5:00 p.m. Summer hour 9a.m to 4p.m
- Contact office with school related questions during normal business hours
- ALL VISITORS MUST CHECK-IN at front office!
- Any person dropping off homework, books, or other materials MUST leave it with the front office for delivery to the student
- Students that need office assistance should check-in with their teacher to obtain permission to go to office
- Parents requesting a classroom visit must check in at front office to receive visitor badge and be escorted by administration to the classroom.
- School telephones are for business use only and are not to be used by students unless an emergency arises and teacher permission has been obtained.
- Parents are requested to make all calls to the office as brief as possible
- School copy machines and/or fax are not for personal or student use

CANCELLATION /2HR DELAYS

- If school/childcare program is cancelled or on 2 hr. delay parents will be notified via ONE CALL NOW system.
- Check local news stations
- Call TPS 317-898-4420
- Blast text message

WE ARE A CLOSED CAMPUS FOR ALL STUDENTS

This policy is for the protection of our students!

This means that attendance at school is required from 7:50am until 4pm.

Students may not leave the school grounds without permission.

A written note or parental call and office approval are required to leave during the day.

When permission is given to leave campus, the student must report to office to sign out/in.

A “closed campus” also means that non-students are not allowed on campus without permission.

All visitors should register with the school office to receive a visitor’s badge.

Parents must call if you are having someone else pick up your children. Only give this information to the Administration or office staff.

VISITORS

- All visitors, including parents, are to check in at the office and are subject to health screening as well as ID checks
- Students must obtain permission from the administration before bringing a visitor to school.
- Visitors should abide by the same code of conduct as TPKA/TPS students.
 - School tours are by appointment only

Smoking, drinking, and firearms are prohibited on school or church property 24 hours per day, 7 days per week.

WATCH ME GROW Parent involvement and support is always welcomed and encouraged. Teachers may not always be available for phone calls/conferencing during the instructional day while supervising students. This live stream program affords every parent the pleasure of watching their child’s wonderful educational experience live. You can have the added comfort in knowing that you can check on your child any time of day! We encourage all our parents to sign up and download the app for free. Just go to www.watchmegrow.com and register.

- Parents may go online or utilize cell phone app to access.

ADVERTISEMENT: TP Schools will advertise through photographs schools/church website, social media, and/or other forms of advertisement. Children’s photos and/or first names may be use in advertisement to promote TP Schools. Parent that do or do not wish to have their child photograph for advisement purpose will need to complete the photo release form. If a parent wishes to change their desire to have or have not their child photographed they will need to complete a new release form. Parents are not to post pictures of any TPS student to any personal social media accounts without prior authorization from TPS Administration.

COMMUNICATION/PARENTAL INVOLVEMENT

Your communication, interest, and involvement in your child's education are just a few keys to academic success.

How to Learn about what is happening in your school!

- Utilize One Call Now phone messages, login to My School Worx, Google Classroom, attend Zoom meeting, checking your email, online communication resources daily.
- Parents should glance at the bulletin boards & other important posted information inside of the building when dropping off & picking up students.
- Please examine all literature sent home with students daily!
- Visit the TPS website (www.tpschoolsindy.com) and sign into the parent portal
- Please call first to make an appointment with a teacher or administrator
- Attend Mandatory Parent Meeting, school hosted events, scheduled conferences, etc.
- Volunteer when possible at your child's school; and get involved & support PFO.

Volunteers/Parents who refuse to comply with TP Schools Handbook & Standards of Christian Conduct will be asked not to attend field trips or participate in any future activities at TPS. Any Volunteers/Parents that fail to comply or become threatening toward other parents and/or TPS staff will be asked to leave the premises, and access to TPS property will be denied until after a scheduled conference with TPS Administration.

It is imperative as you move and/or change your phone numbers that you notify the office immediately of such change. We must be able to reach you in case of emergency.

PARENT INVOLVEMENT

In order for your child to take full advantage of the exciting experiences TP Schools has to offer, they will need **ALL** of your support! It is imperative that parents support their educational experience by assisting with events on a regular basis, participating with fundraisers, and attending parent-teacher conferences.

Parents are able to call or stop by anytime. If a parent wants to come and have lunch with their child we ask that you first call to be included in the daily lunch count and check in at the front office upon arrival. Parents are also welcome to participate in classroom parties, activities, or just because.

PARENT FELLOWSHIP ORGANIZATION (PFO)

TP Parent's Fellowship Organization will serve as an outlet for parents to support the school, help form policies, and serve as a voice for the concerns, needs, and suggestions of our parents. A board that consists of the following will oversee this organization: President, Vice President, Secretary, Asst. Secretary, Treasurer, and Assistant Treasurer. This board will meet and operate as needed throughout the academic year. Administration will approve all activities, programs, guidelines, etc. Membership to the PFO is automatic based upon enrollment of your student(s) here at TP Schools. We invite **ALL** parents to attend events and actively support meetings. Announcements of the meetings will be posted and placed in TPS newsletter. The Parents Fellowship Organization (PFO) will sponsor fundraisers at the discretion of the PFO and school administration. All parents will be asked to support each fundraiser or donate the amount each student is asked to raise. All proceeds raised by the PFO will only benefit TP Schools. Remember our tuition rates will reflect your support of our goals to raise money for additional expenses.

VOLUNTEERS

Those who would like to volunteer to attend trips or participate in any activity that would involve being around the children daily or weekly, must complete an application and meet FSSA requirements: National background check (finger printing), CPR training, Child Abuse Training. All parents are to abide by the code of Christian standards set by TPS. Volunteers/parents who refuse to comply with these standards will be asked not to attend field trips or participate in any future activities at TPS. Any volunteers/parents that fail to comply or become threatening toward other parents and/or TPS staff will be asked to leave the premises and access to TPS property will be denied until after a scheduled conference with TPS Administration.

ATTENDING SCHOOL EVENTS:

Please feel free to park across the street at the pantry, on the grass if the parking lot is full. Please don't park in the grass between the Gym and the school. Parking in the grass when it is raining and muddy may cause your car to get stuck. Try to arrive at events early to acquire convenient parking.

- Please have your students here on time and in program attire (see uniform dress policy).
- Behavior taught by the Word of God and demonstrates the same courtesy we expect from our children.
- Everyone in attendance must always respect God's House!
- Please remember that school administration must work to do what is in the best interest of the students and the school.
- Parents are asked not to leave seats to video or take pictures. This will interfere with the quality of video the school is able to produce. No weapons are permitted at school-sponsored events.

WORK PROGRAM TP Schools has a co-op program that convenes from August through the last day of school. This program is only offered to help us lessen the overall expense of operating a school. Specific positions will be assigned based on the needs of the school deemed necessary by the Administration. Please see TP Schools Finance Counselor

DROP OFF & PICK UP PROCEDURES: ALL VISITORS MUST REPORT TO FRONT OFFICE!

Parents please keep in mind that various learning activities are taking place during pick-up; be mindful of excessive noise and keep conversations to a minimum. Adults (18 years or older) with authorization will be granted limited access to building. Any changes to authorized pick up person must be made at the front office only

- TPS decal must be placed in front windshield and utilize check in and out system daily
- Please be prompt and pick-up quickly!
- Parents must use check in/out system before accessing doors
- Breakfast is served during the school year from 7a-7:20a. During out of school camps breakfast is served 7:30-8:00a. If your students are late, they will not be served.
- Please park and come into drop-off or pick up your child. **DO NOT PARK AT CIRCLE!**
- Parents should not attempt conference with teachers during this time, your child's teacher and schedule a time to discuss your child's progress or a problem. Teachers are not available while supervising students.
- CCDF parents must swipe child in and out daily. **Children not swiped in/out daily will not be allowed to stay.**
- Please notify the office immediately of any emergency/address changes.
- Please always keep ALL children with you. Unsupervised students are not permitted in the building at any time!
- Students must remain in classroom or assigned area until parent/authorized pick up arrives to get them
- **If a child is sick, a parent must arrange for the sick child to be picked up with 30 minutes after receiving notification of illness. It is the sole responsibility of the parent/guardian to have in place, prior to the school year, an alternative plan and emergency pick up person(s) that is authorized to pick- up in the event the parent is unavailable. Please add this person to your emergency contact form.**

WHAT IF MY CHECK IN OR OUT BLOCKED?

- Ask to speak with the Office Secretary or Administration immediately.
- If your entrance is blocked in the evening & office/administration is not available to help you, please make arrangements to speak with someone the next business day.

CUSTODIAL CONCERNS

Divorced and separated families are realities of contemporary life, which affect the school's responsibilities to its students. The following policies have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a student, or wishes to have contact with or take custody of the student while at school.

1. Non-custodial parents: the school will not resist or interfere with your rights in school related affairs, or access to the student's records, unless the school is presented with a court order or if there is a comparable legal document which restricts such involvement. TP Schools will not otherwise "choose sides" between parents nor will the school get involved in parental legal disputes. However, the non-custodial parent must be listed on all paperwork in order to visit or remove child from our campus. The custodial parent will be called for approval when a student is signed out by a non-custodial parent without prior notification to the office.
2. In cases where legal documents restricting access have been presented, the school will need a copy of any and all documentation. The school will not permit the non-custodial parent to take custody of a student or remove the student from school premises unless the parent presents a written court order and a written authorization signed by the custodial parent permitting such custody.
3. If the actions of parent(s), custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parent(s), and to take other reasonable necessary action.
4. Concerning student activities, which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.
5. Copies of schoolwork, certificates, awards, progress reports, report cards, and other communications from the school will be provided to the primary custodial parent only. Parents who have been awarded joint custody of their student must identify a primary custodial parent as the single point of contact for the school. The school cannot bear the duplication and distribution burden for divorced or separated families. It is expected that the custodial and non-custodial parents make their own arrangements for the sharing and distribution of school materials.

Unmarried parents must communicate with us regarding any changes in who is to pick up child(ren) and/or make tuition payments. We are obligated to the parent or guardian that (1) the child resides with (2) registers the child, and (3) makes the tuition payments. Any restrictions mandated by custodial parent must be in writing and notarized or issued by a court.

HEALTH AND SAFETY POLICIES

Physical Examinations

Each child is required to have a physical examination prior to admission or twelve months prior to admission.

Illness Policy for Children

Reason this policy is important:

Although some illnesses do not require exclusion, sometimes illness requires a child or staff member to be excluded from care to prevent the spread of infection to other children and staff and to allow the child time to rest, recover and be treated for the illness. This policy outlines illnesses and situations that require exclusion. If a student has a low-grade auxiliary temperature of 99 Fahrenheit, we will contact parent of potential illness and will continue to monitor the child's health.

Procedure and Practices, including responsible person(s):

No child who has a communicable disease or illness will be accepted for enrollment.

Administration will decide whether a child who is ill will be permitted to remain in the program for the day. Children may be asked to submit a doctor's note to return to school/program.

Temporary Exclusion will occur when:

The illness prevents the child from participating comfortably in activities as determined by staff.

The ill child requires more care than the staff can give, which may result in compromising care for other children.

Temporary exclusion will also occur when the child has any of the following conditions, unless a health professional determines the child's condition does not require exclusion:

• **Appears to be severely ill**

Fever AND behavior change or one or more of the following symptoms:

- Auxiliary temperature of 100.4° Fahrenheit or higher
- **Diarrhea:** defined by more watery stools - decreased form of stool that is not associated with changes in diet, and increased frequency of passing stool that is not contained in diaper or use of toilet. Children may return once the reason for change in bowel has been resolved and if the change is not due to Salmonella, Shigellosis or E. coli infections.
- **Blood in stool:** not explained by dietary changes, medication or hard stools.
- **Vomiting:** There are many reasons children vomit from eating something that does not agree with them to any number of illnesses. Exclude if child has vomited two or more times in the previous 24 hours unless the vomiting is determined to be due to a non-infectious condition and the child is not in danger of dehydration.
- **Abdominal pain (persistent):** that pain continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms.
- **Conjunctivitis (Pink Eye):** A child should be excluded for bacterial conjunctivitis (red eyes, green or yellow discharge)
- They may return after treatment has started and are able to participate in activities. Other forms do not need to be excluded. (such as caused by allergies)
- **Hepatitis A:** Exclude until 1 week after onset of viral illness or until after immune serum globulin has been given to children and staff in the program, as directed by the local health department
- **Impetigo:** Exclude until 24 hours after treatment has begun.
- **Measles:** Exclude until 5th day after rash disappears or local health department states patient is non-infectious.
- **Mouth sores:** Exclude if mouth sores is coupled with drooling.
- **Mumps:** Exclude until 9 days after onset of parotid gland swelling.
- **Pediculosis (Head Lice):** Children should be excluded as long as nits or live bugs are present. Children may return after being treated and all nits and bugs are removed. Using a nit comb is the most effective way to remove lice.
- **Pertussis: (Whooping Cough)** Children should be excluded until five days of appropriate antibiotic has been completed or until local health department states patient is non-infectious.
- **Ringworms:** Children should be excluded for 24 hours after treatment has begun.
- **Rash:** with fever and/or behavior change.
- **Scabies:** Children should be excluded until 24 hours after treatment is begun.
- **Streptococcal pharyngitis (Strep Throat),** excluded until 24 hours after treatment has been begun.
- **Tuberculosis:** Tuberculosis (TB) Exclude until the child's physician or local health department authority states the child is non-infectious.
- **Varicella-zoster (Chicken pox):** Exclude until all the lesions have dried and formed scabs, usually within six days of onset of rash.

Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

If a student becomes ill or injured at school:

- Student **must** report illness/injury to TPS staff.
- School Nurse or TPS Staff will assess the condition and notify parent.
- School must have written authorization from the child's Physician on file in order to administer ANY medication to students. Prescription drugs will be administered according to recommendations given by physician. Prescriptions can be taken home and returned to school daily.
 - Only sealed over-the-counter medications with accompanying authorization form from the child's Physician will be dispensed. Once over-the-counter medicine is opened it cannot be taken home and brought back!
 - Creams such as sun block, lotion, or moisturizer will not need a Physician note but will need a signed authorization form.

Parents will be called to pick up a child if his/her auxiliary temperature of 100.4° Fahrenheit or higher or if he/she has any of the following listed above. Students must remain home for 24 to 48 hours after symptoms subside without the aid of any medication. Any assignments may be sent home to help the student keep up with his work while recovering.

If a student is severely injured, the school will try immediately to reach the parent or guardian. In the meantime, the school will take the necessary steps that seem reasonable to care for the injury. In the case of an injury that requires medical treatment TP staff will refer to emergency medical form signed by parent.

IMMUNIZATIONS

We are required by law to have a copy of your child's current and up to date shot's records on file. Children who attend any program **MUST** have all of their immunizations- this includes the Prevnar immunization as well as the Variax (chicken pox) immunization. When your child visits the doctor for immunizations, please remember to bring in the updated records for our files. If you have questions about these immunizations, please contact your child's doctor.

POLICY ON RELIGIOUS EXEMPTION TO IMMUNIZATION FOR SCHOOL CHILDREN

Indiana Code 20-8.1-7-2 as amended by the 1993 General Assembly states:

"Except as otherwise provided, a school child may not be required to undergo any testing, examination, immunization, or treatment required under this chapter when the child's parent objects on religious grounds. A religious exemption does not exempt a child from any testing, examination, immunization, or treatment required under this chapter unless the objection is:

- Made in writing.
- Signed by the child's parent; and
- Delivered to the front office or to the individual who might order a test, an exam, an immunization, or treatment absent the objection."

The written document, signed by the parent, must state that the objection to immunization is based on religious grounds. There is no requirement that the statement must be from the pastor of a church, appear on church letterhead, or provide proof that they are members of a religious organization. The Indiana State Department of Health policy requires that the written statement be verified by the parent each year.

PRESCHOOL/KINDERGARTEN IMMUNIZATIONS

We are inspected bi-annually by the state – failure to produce accurate records may result in our facility closing or your child being removed from the program.

Immunizations required to enroll are:

- DTaP=4
- PCV=4
- Hep B= 3
- Polio=3
- MMR=1
- Varicella=1

Ages 4-6 must receive four additional shots (see below) and these must be complete and posted in the child's file.

- DTaP=1
- Polio=1
- MMR=1
- Varicella=1

MEDICATION ADMINISTRATION POLICY

Reason This Policy is Important: Inevitably, some children will require medication while in the school/childcare setting. The process for handling and administering medications must be well structured and carefully followed to ensure that the interests of the children and the providers are best served. When possible, a child's parents, and physician should try to minimize the need for medications while in childcare. Medicines ordered twice a day should normally be given before and after, rather than during, school/childcare hours. Medications ordered to be given three times daily also may be planned so that they are given in the morning before the child leaves for school/childcare, in the afternoon after the child returns home, and again during the evening. However, in some cases, administration of medications during school/childcare hours is unavoidable.

Procedure and Practices, including responsible person(s):

Medication Consent

School Nurse will administer medication only if the parent or legal guardian has provided written consent from a physician; the medication is available in an original labeled prescription.

Non-Prescription and Prescription Medication

1. Parents or legal guardians will provide the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication;
2. the date the prescription was filled;
3. the name of the health care provider who wrote the prescription;
4. the medication's expiration date;
5. and administration, storage, and disposal instructions.
6. For liquid medications, parents must provide clean medication spoons, syringes, droppers, or medicine cups that have measurements on them.

When a child receives the medication the date, time, dosage, and staff administering the medication will be logged in the office in the Medication Administration Logbook.

2. Medications no longer being used will promptly be returned to parents/guardians or discarded.
3. Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the health care provider. Instructions which state that the medication may be used whenever needed will be reviewed by the health care provider at least annually.

Self-Administration by Child

A school-aged child will be allowed to administer his or her own inhaler or Epi-pen when the above requirements are met AND:

- A written statement from the child's Health Care Provider *and* parent/legal guardian is obtained, indicating the child is capable of self-medication without assistance
- The child's medications and supplies are inaccessible to other children.
- Staff must observe and record documentation of self-administered medications.

Medication Administration Procedure

1. **Wash hands** before preparing medications.
2. Medication errors will be controlled by checking the following six items each time medication is given:
 - Right Child
 - Right Medication
 - Right Time
 - Right Dosage
 - Right Route
 - Right Documentation

3. Prepare medication on a clean surface away from diapering or toileting areas.

Do not add medication to the child's drink or food.

1. For *liquid* medications, use clean medication spoons, syringes, droppers, or medicine cups that have measurements on them (not table service spoons) provided by parent/legal guardian.
2. For *capsules/pills*, medication is measured into a paper cup and dispensed as directed by the Health Care Provider/legal guardian.
3. **Wash hands** after administering medication.
4. Observe the child for side effects of medications and document on the child's Medication Authorization Form.
5. When a medication error occurs, the Regional Poison Control Center and the child's parents will be contacted immediately. The incident will be documented in the child's record at the facility.

If bulk medications are used, they will be administered in the following manner to prevent cross-contamination:

Bulk medications will be administered with medical grade gloves on the hands of the administrator. Gloves will be changed, and hands washed. **Instructions for the dose, time, and how the medication is to be given, and the number of days the medication will be given will be provided to staff in writing (by a signed note or a prescription label) by the health care provider. This requirement applies both to prescription and over-the-counter medications.**

A health care provider may state that a certain medication may give for a recurring problem, emergency, or chronic condition or prevention. Example: Tylenol, Benadryl, Creams with any active ingredients in it, etc.

The instructions should include the child's name;

- the name of the medication;
- the dose of the medication;
- how often the medication may be given;
- the conditions for use;
- any precautions to follow;
- any potential side effects;

A child may only receive medication with the permission of a licensed physician. A copy of the physician's order must be kept on file.

Medications for chronic conditions such as: Asthma or allergies

For chronic conditions (such as asthma), the parent/legal guardian written consent must be renewed yearly. An individual care plan must be provided that lists symptoms or conditions under which the medication will be given. All medication must be labeled with the original prescription.

Emergency supply of medication for chronic illness:

For medications taken at home, we ask for a three-day supply to be kept with our disaster kit in case there is a situation in which children are not able to return home for an extended time.

Staff Documentation:

1. Staff administering medications to children will be trained in medication procedure by the school nurse and record of training will be kept in staff's file. Preschool staff members are not trained to administer Epi-pens.
2. Staff giving medications to children will document the time, date, dosage and route of the medication given on the child's Medication Administration Form and will sign each time a medication is given. Notation of failure to provide medication, at the prescribed time as requested by a physician or parent will also be noted.
3. Staff will report and document any observed side effects on the child's individual medication form.
4. Staff will provide a written explanation why a medication was not given.
5. Outdated Medication Authorization Forms and documentation will be kept in the child's file (in the school nurse's office).
6. Staff will only administer medication when all conditions listed above are met.

Medication authorization and documentation is considered confidential and must be stored out of general view.

Medication Storage:

1. Medication will be stored as follows:

- Inaccessible to children
- Separate from staff or household medication
- Protected from sources of contamination
- Away from heat, light and sources of moisture (not in the kitchen or bathroom)
- At temperature specified on the label (refrigerated if required)
- So that internal (oral) and external (topical) medications are separated
- Separate from food
- In a sanitary and orderly manner

Controlled substances (i.e. Ritalin) will be stored in a locked container and stored in the office.

CHILDREN WITH SPECIAL NEEDS

Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA). All families will be treated with dignity and with respect for their individual needs and/or differences.

Confidentiality about special needs is maintained for all families and staff in the program. TP Schools is committed to providing quality education and equality for all students. We are presently not equipped to provide the delivery of extensive special education and related services. It is our ultimate goal to provide appropriate learning experiences for all TPS/TPKA students, to recognize and understand the unique nature of each student, to promote the worth and dignity of each student and to strive for the educational success of every student. Therefore, we must limit the enrollment of students with exceptionalities based on our ability to assist them in achieving proper personal and academic success. However, we do strive to work cooperatively with the limited number of parents with enrolled students to ensure a full educational opportunity for our students with disabilities in the least restrictive environment (LRE).

Special Needs Admissions: Official complete transcript including most recent Individualized Education Program (IEP) must be submitted & reviewed by the Director or Principal if deemed necessary, candidate will need the approval of the Admissions Committee (general education teacher, resource teacher, and board member or designee).

CHILD ABUSE LAWS

TP Kiddie Academy is required by law to immediately report suspected child abuse and neglect. If you have any concerns or issues you would like to discuss, the Director and/or the Administrator has an open door policy.

EMERGENCY PLAN

CPR/First Aid

A staff member with CPR and First Aid certification will be on site at all times that children and staff are present. All staff members are required to complete these trainings.

In Case of a Medical Emergency (Child):

Parents will immediately be notified in the case of a medical emergency. A copy of each child's record is kept on hand in the school office along with a copy of the emergency medical authorization form. Every effort will be made to contact the child's parent or guardian before calling the emergency contacts listed in the application. These alternate contacts will be called if the child's parent or guardian cannot be reached. If necessary, we will transport the child to the hospital of choice via ambulance.

In Case of Child Illness:

Parents will immediately be notified in the case of a child illness. A copy of each child's record is kept on hand in the school office and emergency contacts numbers are in each child's classroom. Every effort will be made to contact the child's parent or guardian in the case of child illness. If necessary, alternate contacts will be called. **Parent will need to pick up the child within 30 minutes of receiving notification from school. All students must remain home for 24-48 hours after symptoms subside without the aid of medication.**

Caregiver Illness or Death:

In the event of a serious illness, serious injury or death of a provider, the School Administrator will notify the parents.

Fire Drills:

In an attempt to prepare ourselves for the worst, we schedule monthly fire drills. These drills keep the ministry up to code with the local Fire Marshall and train the children how to best escape from a fire.

Evacuation Plan:

If our building must be evacuated due to fire or other hazard, we will exit the building using the nearest accessible door and will meet parking lot. Once all children have been accounted for and we are cleared to re-enter, we will notify parents of the situation via telephone.

If our building catches fire or is otherwise damaged during operating hours, we will contact a parent, guardian, or emergency contact. If a family member cannot be reached, children will be moved to a safe location and a notice will be posted. In the case of a temporary evacuation, the TPKA program will be moved to **Turning Point Community Pantry located at 4554 N Post Rd.**

EMERGENCY PROCEDURES

Instructions regarding fire and inclement weather emergencies are posted in each TPS Classroom and Gym. Teachers will review the procedures for fire and weather emergencies with their students at the beginning of the school year and periodically throughout the year. In case of inclement weather, students should move quickly and quietly to their designated places throughout the building. All student movement should be done without talking, running, crowding, or touching each other. Upon reaching their assigned areas, the students should turn and face the teacher so that an accurate roll may be taken. Each teacher will keep the class roster/grade book with him/her during emergency procedures to take attendance.

EMERGENCY CODES

- **CODE WHITE:** Teachers have attendance books and children are removed from the building quickly and quietly. Follow directions of a fire drill. This could be used in case of gas leak, chemical spill, etc
- **CODE YELLOW:** Someone is working in the building, not a part of staff or an employee of TP. Students are not allowed out of their classrooms or sent to the restrooms without out an adult.
- **CODE RED:** There is a medical emergency in the building. Children are to stay in their classroom and out of view of windows and doors until further notice.
- **CODE ORANGE:** Someone or something outside our building poses a threat. Students are not allowed out of their classroom or sent to the restroom. Doors are locked and children are out of view of all windows and doors until further notice
- **CODE BLUE:** Someone has entered the building unauthorized. Children may be in danger. Children are secure children in their classroom. Doors are locked and children are out of view from windows and/or door window.

If we have to evacuate the building for any reason, parents will be notified and emergency procedures for evacuation will be followed.

ALCOHOL, DRUGS, AND FIREARMS POLICY

Procedure and Practices, including responsible person (s):

- The use of tobacco in any form, alcohol, or illegal drugs is prohibited on the premises.
- Possession of illegal substances or unauthorized and potentially toxic substances is prohibited.
- All staff will maintain sobriety while providing childcare.
- Staff that is inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances will be required to leave the premises immediately and will be subject to discipline.

No guns or other lethal weapons will be allowed in the childcare setting. Parents required to carry firearms as a function of their job are exempt from this policy.

NON-DISCRIMINATION POLICY

TP Schools admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to students at the school. It does not discriminate based on race, color, or ethnic origin in the administration of its educational policies, scholarship and discount programs, athletic and other school administered programs.

TPKA DISCIPLINE POLICY

TP Kiddie Academy is committed to your child's development and care. It is especially important to us that each child is nurtured through love, patience, and understanding. The purpose of discipline is to encourage our students to develop biblical self-discipline in their lives (Proverbs 25:28) and to aid young people in development of Christian character (Proverbs 22:5) Discipline of a student is a joint responsibility of the parents, teachers, and the administration. Some children may have difficulty following rules, in response to your child's misbehavior.

We will not use:

- Threats or bribes
- Physical punishment, even if requested by the parent
- Deprive your child of food or basic needs
- Humiliation

We will:

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Model Christian behavior
- Use the level system (outlined in handbook)

If your child's behavior is continually disruptive, physically, or verbally harmful to a teacher, another student, or themselves we will request a conference with the teacher and/or Administration to discuss the issue with you privately. If the situation can be resolved, the student may remain enrolled. If we cannot resolve or feel Parent conference is not effective, we reserve the right to suspend or terminate services.

*A child will not be expelled due to challenging behaviors unless this procedure has been followed or the family refuses to participate in the explained process and/or accept help from supportive agencies.

FIELD TRIPS

TPKA field trips are an important part of our student's continual learning experience. Parents are encouraged to participate as chaperones and are requested to follow the dress code guideline of TP Schools Staff. Children who are participating in school /camp field trips must (1) be on time and/or arrive 30 minutes before departure time (2) wear the uniform described in dress code section (3) leave with the school and return with the school – unless parent is accompanying the student and gives a prior written notice of plan to depart from the location. ***Parents cannot drop students off at the location. Students are not allowed to stay at the school once group has departed.*** Parents may need to make other childcare arrangements if the group has already departed or if the parent chooses not to allow their child to attend the fieldtrip. ***Please note there may not be any authorized staff to care for the student if they are not attending the field trip.***

We reserve the right to ask that children that have challenges with behavior stay at the school. This behavior may cause the student or others to be placed in unsafe situations on the fieldtrip. Some field trip may be deemed high alert field trips such as the Zoo, the Children's Museum, etc and some parents will be required to attend for the safety of students.

TRANSPORTATION POLICY

Reason this policy is important:

The safety of children and staff must be provided in all activities of childcare programs. Proper restraint systems and the correct use of them are critically important during travel to/from field trip activities.

Procedure and Practices, including responsible person(s):

- A field trip form will be filled out for each child being transported.
- Smoking is prohibited in vehicles used to transport children.
- Children will be transported properly in a seat belt, car seat, or booster seat according to current Indiana regulations. Parents may be required to supply a booster or car seat as needed for their child if field trips involving use of transportation are a part of the program. Staff will be sure that car seats, booster seats and seat belts are used properly, and each child is properly secured before setting the vehicle in motion. Staff will assist with releasing children from their transportation safety restraints, when needed. All adults in the vehicle will use proper restraining devices according to the vehicle manufacturer's recommendations.
- The number of passengers in the vehicle will not exceed the manufacturer's stated capacity for the vehicle.
- Children will be prohibited from eating, drinking, standing, or other dangerous or distractive activities during transportation.
- Children will never be left unattended in a vehicle, even for brief periods. All children will be accompanied by an adult to/from the vehicle to ensure safety.
- All children will be accounted for before leaving the facility and again before returning.
- All travel routes will be planned.

Vehicle Requirements

- Only insured, licensed, well-maintained vehicles will be used to transport children.
- A back up vehicle will be available if needed and can be dispatched immediately in case of an emergency.
- A first aid kit and list of emergency contacts for all children and adults will be in the vehicle during transportation of children.
- A cell phone will be available in case of emergency.

Driver Qualifications

- Drivers will be legally licensed and shall not be under the influence of any chemical substance that may alter their ability to drive safely.
- Drivers will meet staff qualifications including a criminal history check.
- Drivers will be first aid and CPR certified if another staff member present is not.
- Drivers will obey all traffic regulations.
- The driver shall not be included in the child: staff ratio. Drivers must not be distracted from safe driving practices by being simultaneously responsible for the supervision of children.
- The driver will be familiar with the planned route ahead of time.
- Drivers will have evidence of a safe driving record for the previous 5 years.

ALTERNATE CARE& SUBSTITUTE POLICIES

Alternate Care: Alternate care is the responsibility of the parents when the TP Kiddie Academy is closed for notified holidays, continuing education or weather-related closings. It is very important to find alternate care **before** it is needed.

Substitute Care: Substitute child care is the responsibility of the provider on a regularly scheduled contracted school/childcare day. Should one of your child's regular teachers be ill or on vacation, a substitute teacher will be placed in the classroom. Classrooms may also be combined to ensure adequate supervision is provided. Every employee has gone through a thorough background checks, and meet all FSSA requirements, and training process. We will do our best to make you aware of announced teacher absences, such as vacation time.

BRINGING FOOD TO SCHOOL

Please **DO NOT** bring and/or send food of any kind to school, students will not be allowed to eat it and may be required to throw it away!

Only store-bought foods or foods prepared in our registered kitchen will be served to the students.

If you want to bring snacks/refreshments for birthdays, school parties, etc. remember they must be store bought, not homemade.

FOOD PROGRAM

TP Schools participate in a Government program that controls our menu and quality of food served. ***Parents cannot bring individual lunches, breakfasts, or snacks to school.*** Please advise the office and teacher when a student is allergic to anything served. Food brought into celebration holidays or birthdays must be purchased at a store. You cannot bring food from home for students.

Classroom Celebrations

Classroom celebrations will be held at various times throughout the year. Celebrations may include: Fall Harvest, Thanksgiving, Christmas, Valentine's Day, Easter, birthdays, and end of the year. Parents who are interested in assisting with celebrations will need to contact your child's teacher for more information.

TERMINATION OF CARE

If you decide that you want to remove your child for our program you are required to give a two-week notice to the front office or TPS Administration. Please be aware that payment is still due for those weeks. If we decide after observations and scheduled parent conferences our program is not the best fit for your child, we will give you a written notice.

Reasons for termination are as follows but not limited to:

- Failure to pay fees or CCDF/On My Way Prek swipes
- Failure to comply with contacts, policies, and agreements
- Our inability to meet the child's needs
- Gross misconduct on the part of the parent or child

SAFE CONDITIONS POLICY

TP Kiddie Academy has taken the following steps to ensure your child is safe while in our program:

Children will be actively supervised with the required number of qualified staff (staff who have completed a comprehensive criminal history check, drug screen, negative TB test and have completed all required training).

TP Kiddie Academy will not care for children in areas that are being remodeled, repaired, or painted. The TP Maintenance Staff is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, restrooms, and furnishings to ensure they are in a safe condition. TPKA teaching staff is responsible for reporting all broken toys, furnishings, and equipment to the Director or Administrator to ensure that these items are free from sharp points, or jagged edges, splinters, protruding nails, exposed wires, loose parts, rusty parts, or materials containing poisonous substances which will then be reported to the maintenance staff for repair.

TP Kiddie Academy will take the following steps for routine maintenance:

1. Clean the TPKA/TPS facility daily.
2. Always keep TPKA/TPS in sanitary condition.
3. Sanitize toys, furniture, and other equipment used by children daily and when they are soiled or contaminated.
4. Wash all soiled items prior to sanitization.

NOTIFICATION OF INJURY OR DEATH OF A CHILD

TP Kiddie Academy will notify parent(s) or legal guardian of any injury of a child in our care. Children that have been injured in our care will receive first aid by a TPKA staff member. This will be documented, and an Ouch Report will be sent home with the child for the parent to sign. If a child in our care has been seriously injured and will require medical attention (physician, dentist, RN, LPN, paramedic, or emergency medical technician) or in the unfortunate event of the death of a child; TPKA will immediately make all efforts to contact the parent(s), or legal guardian via phone using the emergency contact information provided during enrollment. TPKA is required by law to report all serious bodily injury to the Office of Early Childhood and Out of School Learning or an Agent of FSSA within 24 hour or immediately in the event of a death of a child in our care. Parents are financial responsible for all medical expenses that may incurred.

ADMISSIONS & FINANCIAL POLICIES & PROCEDURES

ADMISSIONS: TP Kiddie Academy is committed to providing quality education and while meeting your childcare needs in a safe and fun Christian environment. TPKA requires that all students/campers to have completed signed and dated all necessary forms and provided current immunizations and well child check/physical form. TPKA preschoolers must be three and fully potty trained, not using pampers or pull ups; before enrolling in our program. Kinder–8th grade students attending our before care/aftercare (clubs)/camps programs must complete and provide all registration documentation before starting.

All registration documentations need to be turned in to the front office staff or Office Administrator only.

NEW STUDENTS:

All families must complete the enrollment process this includes completing and turn in all necessary paperwork and paying a non-refundable Registration fee before an entrance interview is scheduled.

An interview is required for all new students (preschool, elementary & middle)

- Mandatory entrance interviews must be with both student and parent(s). Parents must meet the financial counselor to sign financial contract.
- Non-refundable Registration fee are per family. This fee is due upon registration and must be paid before the child is accepted. However if it is determined during the initial enrollment process that your child(ren) will not be attending TPKA your registration fee may be returned.

CONTINUING STUDENTS:

Continuing preschool/prekindergarten students will not have to pay an annual registration fee. However, if the student is graduating from our preschool to Kindergarten you will have to pay the current registration fee. All parents are required to annually sign and update any forms, records and financial contract, during early registration periods, or students will not have a reserved space for the new school year or summer camp.

RETURNING STUDENTS:

Students, who have attended TPKA in the previous years, must complete the new student registration Package, pay the non-refundable registration fee and complete the enrollment process prior to your child (ren) attending.

ENROLLMENT PROBATION

Students who are enrolled in our program may be accepted with a probationary period of **thirty (30) days**.

APPLICATION DENIED OR DELAYED

No student will be allowed to register for TP Schools if they have an outstanding balance from a previous camp/school year. Decisions on admission based on additional information requested may remain undecided for up to **30 days**. Parents will be notified by TPKA's Director during the interview or in writing if denied.

THE FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

TP Schools work hard to protect the privacy of our students and families. Families that enroll at TPS agree by enrolling, that when necessary, records may be shared between affected teachers, staff, board members, and leadership. See the Privacy Form in the appendix section. This includes accident reports, behavior issues, sickness, etc.

FINANCIAL COMMITMENT & POLICIES:

Parents enrolled during the academic school year pay for the annual tuition as agreed upon on your financial contract. Annual tuitions is for educational services of each student and may include childcare. All parents must meet with the Financial Counselor before your child begins the program. You are responsible for the annual tuition whether your child is in attendance or not. If at any point in the academic year TPS will have to offer educational services virtually parents will still be required to pay as agreed in your financial contract. **The only form of tuition payment is automated draft.**

NOTE: When TPS is closed due to scheduled breaks, weather related closing, holidays, **tuition payments are still due and expected as agreed in your financial contract and it is parents responsible to find other care.**

LATE FEES:

A late pick-up fee of \$25 plus \$2.00 per minute, per child will be assessed when a child is left beyond the schools operating hours or if your child is not enrolled in our out of school childcare programs. A late pick up fee will begin to accumulate one minute after your check is due to be checked out. Late pick up fees will be paid using **automated drafted within 24-48 hours of the late checkout date**. If this date is on a Friday, your account will be set for withdraw on Monday morning. This late pick-up fee does not constitute an agreement to provide after-hours childcare services. We are required by law to contact CPS for all children who are left and/or when parents cannot be reached after schools operating hours. Non-payment of late fees will result in your child will not the allowed to return to the childcare program until late fees are paid, not graduate, a financial hold placed on all report cards and transcripts and not allowed to attend camp or attend TPS. If your Kinder-8th grade student is not enrolled in before care program you will be charged a \$25 fee per child per day if your child is dropped off before 7:45am

RETURNED CHECKS

There will be a \$35 returned check fee on all returned checks, regardless of the reason for the return. After two returned checks, your account will be on a cash/money order/cashier check basis only.

LATE PAYMENT FEE

There will be a late payment fee of \$25.00 for each late payment.

RETURNED CHECKS

There will be a \$35.00 returned check fee on all returned checks, regardless of the reason for the return. After two returned checks, your account will be on a cash/money order/cashier check basis only.

CCDF/ On My Way PREK PARENTS:

As parents who agreed to enroll their child (ren) in TPS, you are ultimately responsible for the full tuition of your child (ren) educational services, not CCDF/OMW. Whatever CCDF/OMW does not pay you are expected to pay in accordance with the financial terms of your contract, and in agreement with TPS policies/procedures. Please refer to your financial agreement.

According to school policy, parents on governmental childcare assistance must **agree to swipe in/out daily. CCDF/OMW will only pay full payment if the child has attended school for 25 hours or more per week.** **Please note that if your full time child does not attend 25 hours or more per week CCDF/OMW will only pay partial or no payment for the week.**

Before/Aftercare (6:30a-7:45a or 4:p-6p) students must attend the childcare program for a minimum of 10 hours per week for full payment and anytime less than 10 hours will result in a partial or no payment for the week.

1. Parents may use personal days when the school is open, but your child is not in attendance.

In case of a pandemic or COVID 19 outbreak and TPS is mandated to closed. It is the parent's responsibility to notify the office of CCDF/OMW for status of vouch and next steps.

2. Parents who repeatedly fail to swipe in/out may have services terminated. **IF YOU FAIL TO SWIPE CCDF/OMW DOES NOT PAY**, therefore if you fail to swipe then you are **RESPONSIBLE** for all payments that are due. If payment is not received enrollment is subject to deactivation. This is no different than a parent who fails to pay. TPS will not continue to complete online late attendance due to neglect of parents not swiping. If you fail to swipe or TPS does not receive payment for any week in which you have failed to do so, **you will be responsible for payment and your child will be deactivated until payment is made.**

3. Parents are responsible for all fees and co pays set by CCDF. Fees may include, but not limited to registration, books, field trips, activity fees, etc.

4. Parents are not exempt from any policy/procedure of TPS.

NON- PAYMENT OF TUITION OR OTHER SCHOOL FEES

In the event of withdrawal or expulsion, parents are responsible for full payment of tuition and other fees for services rendered. If we have to sue a parent for balance owed upon departure, we will include remaining days and/or monies lost until their space was filled. The school reserves the right to withhold report cards and student records until tuition and other fees has been paid in full. By signing the Financial Agreement and Parent Handbook Acknowledge Agreement, the initial application for enrollment, or an application for re-enrollment, you are authorizing the school to withhold report cards and other records until tuition and other fees have been paid in full. A student will not be allowed to enter into a new school year or a camp week with an outstanding account balance.

ADDITIONAL FINANCIAL INFORMATION:

1. All fees are non-refundable and non-transferable.
2. We accept cash, card, money orders, cashier checks for all fees excluding tuition
3. Tuition is non-refundable if the student has been to school any day during the week/month, or if the student drops out without proper notification. Exception will be made if the account has been paid in full for the school year.
4. All payments are due in advance
5. There will be a financial hold on report cards, transcripts, and other school records if payment is not current at the end of each grading period. This financial hold will remain in effect until the account is current.
6. No student will be allowed to attend camps or the next school year if they have an outstanding balance from a previous program/school year.
7. No child will be allowed to graduate with an outstanding balance on their account
8. The parent enrolling the student is ultimately responsible for all payments.
9. Any special financial or payment arrangements must be requested in writing and approved by the Finance Office.
10. When making a payment, complete the envelopes provided and place in the payment box in the Front Lobby.

SUMMER CAMP

Summer Camp Registration Fee for Non-TP Students is \$35.00. TP Students Summer Registration fee is included in the annual registration fee. During summer parents only pay when child attends. You may use us as much or little as you like during the summer. Some weeks may have a small activity fee added to cover the cost of admissions. Please refer to the Summer camp calendar.. Failure to complete annual school tuition will result in your child not being able to attend camps.

FINANCIAL POLICY

Parents are required to pay tuition payments based upon the terms of the signed Financial Agreement. All payments are due in advance of the week; therefore your first payment is due on the first day of school and your last payment is the week before school ends. If you need to discuss payment plans, please speak with our Finance Counselor. The services we agree to provide are outlined in this Handbook. **You must pay for each week we reserve a space for your child whether they are in attendance or not.** In case of prolonged sickness or absences, we have the right to fill your space on the third week. At the time your space is filled, you are no longer under any financial obligation to the School, except for any outstanding fees that occurred prior to the space being filled. Any time it is necessary to withdraw your student(s), we are requiring a two-week notice before withdrawing your student from the school. If you do not provide us with a two-week notice, you will be liable for the two-week charges, calculated from the last day of attendance.

Most communications will be done online regarding receipts and statements. If you fall behind in payment, please communicate with the Financial Counselor immediately. Non-communication, non-follow through and/or non-payment will result in us having to deactivate your child's enrollment. No one wins when we are forced to deactivate a student. Depending upon your payment contract, you are considered late 1 day after your payment due date. If payment is not received by the end of your payment cycle and before the next billing cycle, enrollment is subject to deactivation. Therefore, we ask that you please abide by your financial agreement.

SICK DAYS/VACATION DAYS (PRESCHOOL ONLY)

If your child is sick for one week or any portion of that week, tuition payment remains the same. After one week, we reserve the right to fill their space. You must communicate with us your plans to continue enrollment at TPS after the first week. Please call in and let us know when your child will miss school.

ON MY WAY PREK

Student can only attend once voucher is active in the On My Way Prek portal. Parents will be notified by TPKA's Director once their child's grant is active. On My Way Prek voucher will cover annual tuition only.

STANDARDS OF CHRISTIAN CONDUCT



The following items exemplify the standards of Christian conduct, which will help us have a school that is Godly and orderly:

1. Whether at school or away from school, the Christian student's goal should be to "let your light so shine before men that they may see your good works and glorify your Father which is in heaven" (Matt. 5:16). Christians should desire to honor the Lord and to maintain a testimony of love for the Lord. Therefore, we should be alerted to do things that please the Lord (Phil. 2:13, I Thess. 4) and desire to think like Christ (Phil. 2:5). Typical of this standard is faithfulness in attendance at a local Bible-preaching church (Heb. 10:25).
2. Christian students should show respect for those in authority over them (Eph. 6:5-8; I Tim. 5:1; I Pet. 2:17, 18).
3. The student, as a Christian, will show respect for the feelings and property of others (Phil. 2:3).
4. Every Christian student should allow the Holy Spirit to rule his tongue. He will strive to avoid offending and hurting others by careless and thoughtless words, words that may be a stumbling block, gossip, backbiting, or slander (Prov. 10:1, 25:9; Rom. 1:29, 30).
5. Students should recognize that using the tongue for cursing, vulgarity, profanity, euphemisms, and lying has no place in the life of a Christian. Students should not engage in language describing sex or any sexual conduct. The use of slang is discouraged (Matt. 5:37; Eph. 4:29; Col. 4:6; Js. 5:12). Students are encouraged to address teachers with **"Yes Ma'am/Sir"** or **"No Ma'am/Sir."**
6. Stealing and cheating are condemned by God's Word and therefore should not be accepted in the life of a Christian (Ex. 20:15; Eph. 4:28).
7. Students should refrain from activities that are not glorifying to God. Dancing, gambling, dressing immodestly, and reading or viewing pornography is typical of such activities (I Co. 6:19, 20; II Co. 6:17; I Thess. 5:22; I Jn. 2:15). Two other areas of special concern involve what we watch in the media and the music to which we listen.
8. Christian students should follow biblical standards of conduct toward one another. We expect our students to conduct themselves as ladies and gentlemen. There is to be no intimacy, which includes holding hands, kissing, etc.
9. No student will use, have in his possession, or make pretense of using, possessing, or encouraging others to use illegal drugs, tobacco, beer, or other alcoholic beverages at or away from school. Students cannot encourage others to participate in any risky behaviors. Violations of this nature will result in automatic suspension or dismissal from school.
10. Students are expected to maintain Christian standards of courtesy and kindness as well as a pleasant spirit and a constructive attitude (Num. 11:1; Ps. 142:2; John 16:33).



11. A disagreement with a faculty or staff member should be approached in a scriptural manner. The offended party should attempt to reconcile the difference with the other party before bringing in a higher authority (Matt. 18:15-17).

12. Media players, electronic games, toys, and electronic equipment are not to be brought to school without permission from the school administration. If a student has a cell phone out during school hours without permission from staff, for any reason, it will be confiscated and placed in the administrative office for parent pick up. No games or electronic game devices, playing cards, magic or fortune telling games or items, or questionable reading material should be brought on campus.

High standards of conduct are required of all those associated with TP Schools. TP Schools expects that its students live above reproach showing respect to God, country, family, faculty, and fellow students. Therefore, lying, cheating, bullying, theft, and profanity will not be tolerated. Constructive suggestions are welcome, but griping will not be tolerated. Anyone who will not cooperate spiritually, morally, or scholastically will be required to withdraw.

TP Schools does not accept nor retain faculty, staff, or students who profess or practice a homosexual lifestyle, or live contrary to the standards set by the Word of God for Christian living. This is not to say that we don't make mistakes; however, we reserve the right to differentiate between a mistake and ungodly lifestyle.

SCHOOL-WIDE EXPECTATIONS

Each classroom teacher has his or her method of dealing with minor infractions in the classroom. This information is available on request from the classroom teacher.

Although each teacher will have specific classroom procedures that they expect to have followed, as a school-wide standard, we expect adherence to these basic rules:

1. Students are taught and trained not speak out in class without first securing permission from the teacher to get PERMISSION TO SPEAK, PERMISSION TO MOVE.
2. Student should always give the teacher his/her full attention while they are teaching. The student should always address and reply to the teacher with respect. All students are to address adults as Mr., Mrs., Miss or Brother or Sister never by first name. Out of respect for the administration and faculty, we ask the parents to set the example in this regard when speaking with or about the school personnel.
4. Student should not engage in running, shoving, yelling, and other boisterous behavior or "horse-play" inside the buildings or during inappropriate times outdoors.
5. NO BULLYING of any kind will be tolerated at any time. Students in all grades must treat each other with respect and should not Bully those that are younger/older.
6. **Students whose conduct involves disrespect of a teacher will be expected to apologize before the whole class upon re-entry.**
7. Parents who have great concerns about their students' performance or their child's teacher may call the office to setup an appointment. Under no circumstances are parents to disrespect the school staff, students, or other parents publicly. We will handle all disputes in a Christian manner. Failure to do so may result in removal of the student and/or restriction of parent to enter school until further notice.

8. We want all our children to feel safe and know they have a right to be respected. Adults must lead by example in order to be effective. Any situation where a parent addresses another child regarding any situation, or another parent inappropriately will result in suspension of privileges to enter the building and/or termination of services. This will be enforced with all adults including co-op parents, staff, and parents.

Parents who have concerns with another student's behavior towards your child are in no means to confront someone else's child to defend your own. Please follow this procedure:

(1) Speak with your child about the Christian way they should handle negative comments or actions done to them by others. Let them know how they should pray for their fellow students.

(2) Report them to the teacher and report back to the Director if the teacher doesn't handle things in an effective manner as soon as possible.

(3) Ask for the student(s) name and where the incidents keep occurring; sometimes a child may be inconsistent in communicating details effectively to the teacher, therefore you should communicate with the teacher your concerns.

(4) If the harassment or bullying, negative talking or degrading behavior does not stop after you've spoken to the teacher, then parents will be contacted for a conference.

(5) Notify Director immediately. We will sit down with all parents and students involved to correct the behavior and as adults, help our students conduct themselves in a Christian manner with their peers. Under no circumstances should an adult rebuke or correct, speak harshly or against any child.

Any student not complying with the above standards is subject to immediate removal from class, and any student consistently in conflict with any policy of the school will be asked to withdraw.

TP Schools uses preventive, supportive and corrective discipline approaches to instill in student's behavior patterns and attitudes that will produce self-disciplined lives. Discipline of a student is a joint responsibility of the parents, teachers, and the administration. Discipline is administered in love and with patience as a preventive or corrective measure, and each student is dealt with according to his or her age or grade level.

Parents are asked to discuss classroom issues with the student's Teacher or the Director. Parents should never approach other parents or TPS staff at church regarding school matters. The Director will involve other staff members when necessary.

TP KIDDIE ACADEMY PRESCHOOL

Home
TP EAGLETS



TP Kiddie Academy: (TPKA) is committed to providing quality educational and childcare needs to every student. TPKA requires that students entering Preschool must be three years old. An entrance interview with both the parent(s) and the student(s) is required for admittance. The purpose for the entrance interview will allow both the parent(s) and TPKA to determine whether TPKA is a perfect fit for the child academically, socially, and emotionally. The preschoolers must be fully potty trained, not using pull ups or pampers at any time.

POTTY TRAINED:

Students that have more than three accidents per week while napping or just refusing to tell the staff they must go to the restroom, will be suspended until they are fully potty trained. Children are given probationary period of **thirty (30) days** to adjust to a new environment, teachers, and routine before being deemed not potty trained. We reserve the right to fill the space immediately. Our staff is not to wipe children at any time, but they may assist the child in cleaning themselves up and changing clothes. Parents whose child has an accident, and no change of clothes will be called immediately. It is the parents responsible to keep a clean; weather appropriate; complete change of TP Schools uniform in cubbies always.

PURCHASING UNIFORMS

We are a uniform school. Students are to wear uniforms daily. **The dress code is specific and must be purchased at School Zone, located at 5425 N. Keystone Avenue.** (Please note Dress Code requirements listed)

PRESCHOOL APPROVED UNIFORMS: Please remember we are a Christian school with modest dress codes. Every student must dress according to the uniform dress code. Preschoolers 3-5 years old may dress accordingly:

- **Hairstyles must be moderate.**

Boys' hair

- length should not be longer than 1.5 inches.
- No cut designs, braids, dreadlocks, sponged, or twists in boy's heads. Natural hair color only
- No Mohawks or Mohawks type designs, craved hair parts, and/or other carvings in hair designs.

Girl's hair

- No shaving off of girls' hair
- Natural hair color only
- Hair accessories must be uniform colors (navy blue, yellow, white, black, and/or white) Hair accessories must not be distracting to learning environment or pose a safety hazard to students. (choking)
- No dangling earrings for girls and boys may not wear earrings. No tattoos (real or fake) are to be worn by students.
- **Bottoms Color:** Navy Blue, Khaki, and school colored plaid
- **Bottoms Items:** Pants; Kick pleat Scooter shirts, jumpers, skirts, and shorts should be below the knees. Girls will need shorts or legging underneath skirts or dresses. Girls will need to wear shorts or leggings underneath all skirts/dresses.
- **Tops:** All tops should have the TP Logo **Color Tops:** Navy Blue, White, or Gold
- **Long sleeve under shirt:** Navy Blue or White
- **Tights/leggings/socks:** Navy Blue, Brown, Black or White
- **Shoes:** Tennis or Comfortable shoes; must be black only including sole; logo can be white or grey only (no open toe shoes or boots are to be worn.) girl's shoe heels should only be .5 inches high.
- **Sweater:** Navy Blue, White, Black only (no graphic designs)

DRESS CODE FOR SPECIAL OCCASIONS:

All Preschoolers must wear (Girls) white tops and navy skirts/jumpers (Boys) white shirts and navy-blue bottoms. Shoes must be all black comfortable or dress. Note: some TPS program dress code will be set by TPS administration.

FIELD TRIP DRESS CODE:

All preschool students are required to wear Gold TP logo tops and Teacher's choice bottoms on school fieldtrips.

CASUAL CLOTHING GUIDELINES

On days when TPS has a posted dress down days, after school activities, or field trips the students must adhere to the same modest dress codes. No sagging, bagging, skinny, or holes in jeans, etc for girls or boys. Girls are required to have shorts under skirts and dresses. No open toe shoes

DISCIPLINE FOR NONCOMPLIANCE OF THE DRESS CODE:

Parents, please note that we are serious about our dress code. **1st** offence a noncompliance note will be sent home; **2nd** offence parent will be called to bring a change of clothing; **3rd** offence child will be sent home for the day; **4th** offence Parent Conference with the Director.

SUPPLIES

Preschool students must have a travel size pillow and small throw size blanket. Children are required to keep a change of weather appropriate **TP Schools uniform** at school with undergarments and socks in a shoe box size tote inside their cubbies. During summer camp children will need weather appropriate change of clothing, travel size pillow and small throw size pillow. Please label all your child's items with your child's name.

OFFICE CHECK IN/OUT

TPS tracks the arrival and departure of students for safety and attendance records. When students arrive late or leave early, they **MUST** stop by the front office to be checked in/out by a parent/guardian. **Failure to do so will result in No Entry Authorization-No Exceptions!** Parent/Guardian **MUST**:

- Check students in or out daily using our system
- Check in at main office & pick up your child in their designated area
- Only adults (18 years or older) with authorization will be granted limited access into the building.

ATTENDANCE

Parents must remember that **TP Kiddie Academy is a School, not just a childcare ministry**. We require students to be on time for school daily. Our school day begins at 7:50am and students are considered late at 8:00am. Parents arriving after 8:00am will need to go to office before student can go to class. **Students arriving after 8am will not be allowed to stay for the day if a call was not made before 8am prior to arrival with a time of arrival.** If a call is made prior to 8am and the student arrives after 10am without a doctor's note they will not be allowed to stay. Students that are not in attendance 85% of the school days may be subject to disenrollment.

CONSEQUENCES OF EXCESSIVE TARDINESS AND ABSENCES FOR PRESCHOOL

Preschool parents are penalized for excessive tardiness and absences and/or student can lose the spot on the classroom roster.

We will not graduate Prekindergarten students who have more than 5 unexcused absences per quarter.

2nd-3rd Teacher Parent conference will be scheduled to discuss attendance

4th-5th Director Parent conference will be scheduled to discuss attendance.

CURRICULUM

At TP Schools we recognize that Jesus Christ is the source of all knowledge and that according to Proverbs 10:14, "Wise men lay up knowledge." The Bible is the guide for life; therefore, the Bible is a recognized part of the curriculum of TP Schools. All students are required to attend and participate in Morning Chapel, which includes learning Bible Stories, Memorizing Bible verses, and practical Christian Training.

TPKA implements & integrates the following curriculums along with the Indiana Early Learning Foundations:

- ABEKA (developed by Pensacola Christian College)
- S.T.E.A.M (Science Technology Engineering Art Mathematics)

TESTING

TP Kiddie Academy students are tested to assess their academic growth using our Baseline Test. This test is given to students in the fall, winter, and spring. Results are shared with parents in one on one Teacher/Parent Conferences. Kindergarten readiness skills will be assessed by using ISTAR-KR in alignment with Indiana Early Learning Foundations.

HOMEWORK FOR PRESCHOOLERS

We strongly recommend that you begin your child (ren) on the road to success with the concept of homework being practice being perfect, rather than a punishment or "something else to do". Parents are expected to ensure homework is completed daily. Homework will be given Monday-Thursday to each student. Homework logs will be sent home daily for parent signature. Children will be recognized and rewarded for returning homework on time.

GRADING FOR PRESCHOOLERS

Preschool students will receive Report Cards on same schedule as Elementary students. They will be given the following marks:

O	Outstanding: Child exhibits more than satisfactory achievements in each area described on their report cards.
S	Satisfactory: Child shows best effort has been put forth in each area described on their report cards.
I	Improvement: Child has shown improvement in this area since the last report card.
N	Needs Improvement: Child has shown a need to improve in this area since the last report card; however is still not working to capability and/or less than satisfactory.

TPKA DISCIPLINE PROCEDURES

TPKA's goal is to support your goal of raising well behaved, wholesome, Christian children who grow and become an asset to our society and churches. Some children have difficulty following rules for different reasons and we will address negative behavior in the following manner:

LEVEL ONE:

Children who have low attention span, who constantly interrupt learning and fail to follow simple rules such as voices off, sit on your bottom, listen to the teacher, etc.

We will handle them as follows:

- Talk to child privately and explain to them what we expect from them and why
- Constantly draw attention to positive examples in the class
- Reward good behavior
- If this doesn't accomplish the goal, we will ask parents to assist us with ideas on working with their child.

LEVEL TWO:

Children who refuse to comply and deliberately disregard what is being asked of them will be handled in the following manner:

- Request will be repeated to ensure they understand before placing them in quiet time
- Fun activity lost (One minute per year of their age; max 5 minutes)
- Loss of color card
- Written notification sent home with student to inform parents of the issues in class.

If we note that a child has behavioral challenges that are observed by the teacher this includes daily, weekly, and patterned behaviors. We will follow expulsion policy outlined. If we schedule a conference and the parent(s) do not attend, the student will not be allowed to return to school until parent conference is completed. We reserve the right to fill the space in the classroom.

LEVEL THREE:

Children who are having a rough time adjusting and/or obeying rules in a day may be removed from the class. Student may be sent to the office or another classroom of peers when deemed necessary by the teacher and/or Director. This is when things are to the point of interfering with classroom instruction or activity time, child seems out of control, and prior solutions are not working. We will handle this situation as follow:

- Parent(s) called for phone conference with teacher and student.
- Parent(s) called and asked to pick the child up for the day. Student can only return after having a conference with both TPKA's Director and Teacher (s).
- Conference scheduled with Parents, Teacher, or Director.

If we don't see results in 2 weeks or feel conference with parents is not effective, we reserve the right to suspend or terminate services. If we schedule a conference and the parents (s) do not attend, the student will be suspended from school until parent conference is completed after a week of no follow up from the parent (s) we reserve the right to fill the space in the classroom.

LEVEL FOUR:

Suspension and expulsion measures will be taken when a serious safety threat exists and cannot be addressed with reasonable modifications and expulsion policy is followed. If a student **maliciously** hits, bites, or physically harms another student or teacher in anyway, parents will be called to notify that the child will be immediate removal for the safety of others. Student will be removed from the class until pick up can be arranged. Parents are asked to only discuss issues with the student's Teacher, Director, or the Administrator. Other staff will only be involved when necessary. We will schedule a conference and if the parent(s) do not attend, the student will not be allowed to return to school until parent conference is completed.

CLASSROOM MANAGEMENT

Color card system- Classrooms are managed through the Color Card System. This system only works with parent support. Managing a child's behavior is a joint effort between the parent, teachers, and TPKA administration. Parents are expected to explain to their child what is accepted behavior and follow up daily with their child's teacher to ensure that their child is learning and behavior appropriately during their day. Color cards are as follows:

- **Blue - Excellent day:** Nothing outside of age appropriate behavior happened today
- **Green - Good day:** Child needed to be redirected **more than 3 times** about a **specific behavior**, but had an overall good day
- **Yellow - Challenged day:** Child's behavior continued after being redirected and will **lose time off** of whatever the teacher deems appropriate (playtime, fun activities, recess, class party, etc.) to get an effective result. Time off will be 1 minute per year of age does not exceed 5 minutes.
- **Red - Non-Compliance day:** Child **refused to comply** with any school/classroom rules after being redirected and losing time off. This color will follow with a phone call home or a letter sent home for parent to sign about the behavior.

If we note that a child has **3 or more** yellow/red color days continually this includes daily, weekly, and patterned behaviors. We will follow expulsion policy outlined. If we schedule a conference and the parent(s) do not attend, the student will not be allowed to return to school until parent conference is completed.

GRADUATION REQUIREMENTS:

Preschoolers graduate to Kindergarten based on their age (**five (5) on or before September 1**) and not academic accomplishments. TP Elementary admissions board will review your child's preschool records and Principal will schedule an entrance interview before acceptance in the TP Schools Kindergarten program. Preschool students can be acknowledged as their class valedictorian and salutatorian for the school year. Students attending less than two (2) months of the school year will receive a Participation Award, not a Completion Award. **Please note if you have an outstanding account balance on your account your child will not be able to graduate.**

Early Kindergarten Admission

Students must be 5 on or by August 1 to enroll in TPS Kindergarten program. Those students who do not meet the age (**five (5) by October 1**) requirement may not be allowed to enter TPS Kindergarten program. Children will have to take and pass the Kindergarten readiness entrance exam and will be assessed if they are socially and emotionally prepared for Kindergarten. This documentation will be given to the Elementary Admission Board for final approval. Parents will be notified of a decision within 30 days. If it is deemed that the child will not move forward into the kindergarten program the child may be placed in a Prekindergarten class. Kindergarten readiness skills will be evaluated at the end of the academic school year for proper placement in the Elementary program.

Moving On Ceremony

All non-graduating preschoolers will be recognized for their accomplishments in a Moving on Ceremony at the end of the school year. Each student will receive awards and a certificate of Completion or Participation.

Expulsion and Suspension Policy

TP Kiddie Academy believes in promoting positive social, emotional, and spiritual growth of each child in our care. Our staff works hard daily to ensure that each child's age appropriate behavior is supported. We limit the use of suspension, expulsion, and other disciplinary practices that will exclude children. Exclusionary measures will only be taken when there is a safety threat to themselves, other children, and/or staff exists that cannot be addressed in reasonable modifications in the use of supportive positive behavioral strategies.

Instructors/educators will provide a purposeful and engaging learning environment that supports each student's stages of development as well as cultural diversity. Our environment will encourage motivation, engagement, self-regulation, cooperation, and positive attitudes in our students.

Our staff will help support:

- Building relationships
- Self-problem-solving skills
- Self-regulation
- Expressing and regulating their own emotions
- Understanding other is as well as their own emotions
- Socially acceptable behaviors in group settings
- Acquiring of their own language

In the event that staff efforts to support challenging behaviors cannot be resolved using ordinary classroom strategies we will proceed with the following:

- The instructor/educator will advise the Director of a student's behavioral challenges
- An observation by the Director will be scheduled to help support the educator in any environmental and/or behavioral training needed to help support the student's development. The educator will be coached on how to distinguish concerning behaviors from developmentally appropriate behaviors.
- The Director will notify and schedule meetings with TPS behavioral specialist; Resource and Referral Agency specialists; or other ECE supportive agencies for coaching and PD training to help support the educator to ensure that the children's development needs is being met.
- The child's parents/guardian will be notified by the instructor/educator to collaborate on behavior solutions that may have worked at home and/or other settings.
- If more support is need, a parent conference will be held with the parent, educator/instructor, and director. At this conference the parent will be presented with the educator's data on the child along with a list of intervention methods that has been due to date. Parents will be given information and support agencies that will help them with tools in addressing challenging behaviors. Parents, educators, and Director will create a behavior action plan that all parties agree upon in a reasonable time frame.
- If prior steps do not resolve challenging behavior or if parents/guardian fails to adhere to behavioral action plan, a final resolution meeting will be scheduled with the Director to discuss need steps.
- If no resolution is possible or if parents/guardians fail to attend any conferences set, suspension and/or expulsion will be a fail resort.

* A child will not be expelled due to challenging behaviors, unless this procedure has been followed or the family refuses to participate in the explained process and/or accept help from supportive agencies.

TP KIDDIE ACADEMY

Out of School Camps

Camps

TP Kiddie Academy will offer affordable camps during out of school breaks from 6:30am-6pm. Children between the ages of 3 years old (fully potty trained) and 13 years old may attend camps (if offered you're their age group). All currently enrolled TPKA preschool children can participate. In order for currently enrolled TPKA child to be counted in ratio for camps parents are asked to complete registration or sign up. All non-enrolled TPS children will need to complete the registration process before starting. Our staff will focus on character development, Christian morals, and values; all while having an exciting line-up of age appropriate activities, arts and crafts, indoor and outdoor games, field trips, and much more. Children will participate in daily chapel.

Time of Arrival

Campers may arrive between the hours of 6:30am-9:00am. If your camper will arrive after 9am please call the office to include them in ratio and lunch count. **Students arriving after 9am will not be allowed to stay for the day if a call was not made before 9am prior to arrival** with a time of arrival. If a call is made prior to 9am and the student arrives after 10am without a doctor's note they will not be allowed to stay. Also, if they are not present by the time their group leaves for a scheduled field trip, they will not be permitted to be dropped off at the fieldtrip site and attend with their group. All camp staff will go with their group and there will not be anyone to stay with a camper that has to stay behind. Campers must arrive 30 minutes before scheduled field trip departure time.

DRESSCODE

Dress code for camp complies with our convictions as a Church. Children attending TP Schools during the school day must dress in school uniform unless otherwise authorized by school administration. During camp, campers may wear shorts, skirts, and/or dresses to the knees. If your camper wears a skirt or dress, please put shorts or leggings underneath. Campers may wear short sleeves, but not expose the middle of their bodies. **No halters, short shorts, or exposing attire.** We still require that boys not wear earrings, have designs cut, Mohawks, or braids/twists/sponged/dreadlocks in their hair, or wear sagging pants (shorts). No large or dangling earrings for the girls, excessive or valuable jewelry. No holes in jeans that reveals body parts. **Wear heels higher than .5 inch. Flip flops and open toe shoes are prohibited.** Please remember during the winter months to make sure your child has weather appropriate outerwear each day. Change of clothes needs to be weather appropriate.

DRESS CODE VIOLATIONS

It is the parent's responsibility to ensure that the student abides by the dress code. Parents should check attire before student leaves for school or camps. Students that come to school/camps out of the correct attire will be asked to come to the office to where the parent will be notified to bring a change of clothing or they will have to go home. If there are continual violations the student will be suspended from the childcare program for up to 3 days or we reserve the right terminate services.

PARTICIPATION

Children will be with a teacher/instructor that will always be responsible for them. Any disrespect or disobedience toward a staff member may result in student not being able to participate in activities, go on a field trip, or prohibited to return. During camps any major infraction of rules will follow the procedures as stated under TPKA Discipline Procedures apply during all childcare programs. However, there will be no tolerance of behavior problems during the childcare programs that cause harm or disrespect of other children and/or staff. Once a student is reprimanded or deemed to be uncooperative during childcare programs, the child may be written up and the parent will be notified. The child will not be allowed to attend for a number of days deemed suitable by administration. Admittance to future camps or camp weeks will be based on correction of behavior.

FIELD TRIPS

Children who are participating in school /camp field trips must (1) be on time and/or arrive 30 minutes before departure time (2) dress according to dress code described in above (3) leave with the school and return with the school – unless parent is accompanying the student and gives a prior written notice of plan to depart from the location. **Parents cannot drop students off at the location. Students are not allowed to stay at the school once group has departed.** Parents may need to make other childcare arrangements if the group has already departed or if the parent chooses not to allow their child to attend the fieldtrip. **Please note there may not be any authorized staff to care for the student if they are not attending the field trip.** We reserve the right to ask that children that have challenges with behavior stay at the school. This behavior may cause the student or others to be placed in unsafe situations on the fieldtrip. Some field trip may be deemed high alert field trips such as the Zoo, the Children's Museum, etc and some parents will be required to attend for the safety of students.

TP KIDDIE ACADEMY

Before/After Care



TP Kiddie Academy's before care and aftercare are for students grades Kindergarten - 8th grade.

Before Care

- Before Care is from 6:30am– 7:45 am and consist mainly of free play, activities, and breakfast.
- Children will gather in the Eagles Café or TPS gym upon arrival.
- Children must be present and in line before 7:20am to receive breakfast.
- Breakfast will stop serving promptly at 7:20am; however, students are able to continue to eat until 7:30am

After Care

- Aftercare is from 4pm-6pm
- Students will receive a healthy afternoon snack
- Aftercare may offer several clubs for students to participate in. Some clubs will have an additional cost.
- Aftercare children will engage in age appropriate games and activities that they chose if they chose not to participate in a afterschool club.

After Care Clubs

TP Kiddie Academy aftercare clubs are offered to children grades Kinder-8th grade. Aftercare clubs are only offered to children enrolled in the aftercare program. Clubs are to help engage children in their interest and are designed to be fun and hands on. All clubs will be filled on a first come first come serve basis. If a club is filled, then a child will be waitlisted. Waitlist children will be notified once an opening becomes available. Attendance is required on a regular weekly basis in order to participate. Some clubs may have an extra cost for supplies, attire, etc. This cost will need to be paid before a child will begins to participate. Clubs are under the instruction of volunteers and may be subject to change.

Bring items from home

TP Kiddie Academy/ TP Schools/ Turning Point Family Worship Center will not be responsible for any lost or stolen items. Please make sure your child doesn't bring toys, electronic, or valuable jewelry to camps or childcare program. These will be confiscated if found and returned to the parents upon request.

PROHIBITED ITEMS

Radios, music devices or CDs, cell phones, tablets, video and electronic games, playing cards, condoms, any sexually explicit material, dice; skateboards, tobacco, alcoholic beverages, narcotic drugs, knives, guns, matches, and explosives of any kind are not permitted on school property. Books, catalogs, or any other materials not causally related to a course of study are not to be brought to school. These items will be taken away and, in some cases, not returned.

PARTICIPATION RULES:

Children will be assigned a group leader that will always be responsible for them. Any disrespect or disobedience toward a Group leader may result in student not being able to participate in activities, go on a field trip, or prohibited to return. During before care or aftercare any major infraction of rules of disrespect and following orders as stated under TPKA Discipline Procedures apply during all childcare programs. However, there will be no tolerance of behavior problems during the childcare programs that cause harm or disrespect of student and staff. Once a student is reprimanded or deemed to be uncooperative during childcare programs, the child will be written up and the parent will be notified. The child will not be allowed to attend for a number of days deemed suitable by administration. Admittance to future camps or camp weeks will be based on correction of behavior and an apology or behavior reflection paper in writing from camper (s).

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TPKA DISCIPLINE PROCEDURES

TPKA's goal is to support your goal of raising well behaved, wholesome, Christian children who grow and become an asset to our society and churches. Some children have difficulty following rules for different reasons. And we will address negative behavior in the following manner:

LEVEL ONE Behavior is as follows:

- Students not complying with the rules.
- Students having to be redirected for not paying attention.
- Student scuffles that seem to be settled easily between themselves.
- Students having to be addressed frequently for minor, but distracting events.

We will handle them as follows:

- Talk to child privately and explain to them what we expect from them and why
- Constantly draw attention to positive examples in the class
- Reward good behavior
- If this doesn't accomplish the goal, we will ask parents to assist us with ideas on working with their child.
- Written warning

If we don't see results or feel conference with parents is not effective, we reserve the right to suspend or terminate services
If we schedule a conference and the parents (s) do not attend, the student will be suspended from school/camps until parent conference is completed after a week of no follow up from the parent (s) we reserve the right to terminate services.

LEVEL TWO Behavior is as follows:

- Disrespect of Staff i.e. talking back, noncompliance
- Deceitfulness i.e. lying
- Destruction of property (restitution may also be required)
- Inappropriate physical contact
- Disrupting Class
- Cursing, inappropriate language or conversation

We will handle them as follows:

- Parent called for phone conference with student
- Conference scheduled with Parents, Director and/or Administrator

If we don't see results or feel conference with parents is not effective, we reserve the right to suspend or terminate services
If we schedule a conference and the parents (s) do not attend, the student will be suspended from school/camps until parent conference is completed after a week of no follow up from the parent (s) we reserve the right to terminate services

LEVEL THREE Behavior is as follows:

- Stealing from other students, school employees, school, or church
- Fighting
- Vandalism
- Leaving assigned group without permission
- Threatening fellow students or staff
- Harassment in any form i.e. sexual, bullying, etc.
- Assaulting a staff member in any form
- Failure of to comply with rules or request of staff members

We will handle them as follows:

- Parents will be notified immediately to pick up student(s) up and all childcare services will be terminated.

TP Kiddie Academy

Staff Contact Information

Position	Staff Name	Email Address	Location
Administrator	Tanya Harris	TLHarris1@hotmail.com	Office
Principal	LaQuila Dunn	Ldunn@tpschooolsindy.com	Office
Director	Katrina Jones	Kjones@tpschooolsindy.com	Office
Financial Counselor	Elga DeJesus	Edjesus@tpschooolsindy.com	Office
Front Office	Office Staff	Info@tpschooolsindy.com	Office
Preschool 3-4-year-old Lead Teacher	Ashlie Pulley	Apulley@tpschooolsindy.com	Room 101
Preschool 3-4-year-old Co-Teacher	LaVett Forte'	Lforte@tpschooolsindy.com	Room 101
Preschool 4-5-year-old Lead Teacher	Jazmyn Cheese	Jcheese@tpschooolsindy.com	Room 102
Preschool 4- 5-year-old Co-Teacher	Fantashia Holifield	Fholifield@tpschooolsindy.com	Room 102

If you have questions or concerns please contact your child's teacher during school hours 7:50a-4:00p. You can call the school at 317-898-4420 or email Please allow 24 hours for your child's teacher to respond. In case of an emergency please use the messaging system on Procure Connect.

Covid-19 Health & Safety Response Plan

As families of TP Schools, we know that you may have some serious concerns regarding the Covid-19. We are closely monitoring Center for Disease Control (CDC) and all local/state/federal Government recommendations. We are consistently taking precautions as a school to ensure our building is well sanitized and cleaned daily by our staff. Currently, our school Nurse, continues to monitor the health of all students and staff during school hours. For more information our health policies, Covid- 19 procedures and school reopening plan, visit our website at www.tpschoolsindy.com and click on our parent page (password: tpeagles2020).

Health and Safety

Please remember the standard precautions we issued in our Reopening Plan. This includes keeping your child at home until he/she is fever free for 24 hours without medication. Also, please do not have your child return to school for 24 hours following a vomiting or diarrhea episode. Have your student wash their hands frequently at home and school. Washing hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer. Sanitizers are available in each classroom daily. Please note the following:

- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Mask or face covering must be worn when entering and exiting the building.
- Social distancing of 6 feet should be practiced.
- Avoid close contact with people who are sick.
- Sick students must be picked up within 30 minutes of being contacted by School Nurse.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue or your sleeve, not your hand.
- Parents and/or visitors are not allowed beyond entryway/front office area.
- Drop off and pick up procedures must be followed daily.
- All students and staff may be subject to daily temperature checks and health screening.
- Childcare hours have been adjusted to 6:30a-5p daily to ensure the entire building is sanitized and cleaned.

Exposure Awareness

It is important to report to TPS Administration if any student has recently traveled to affected areas or has been in close contact with a person that has a suspected case of Covid-19. If a student/parent has a confirmed positive case of Covid-19 please contact TPS Administration as so as possible. We will need assistance from you in letting us know this information so that we can response properly and promptly. Consideration should be made regarding travel through or to affected areas. TP Schools is requesting that if any student or family is going to travel please consider self-quarantining for 10-14 days upon return. We will work with families to offer a virtual option for students during self-quarantine. To limit exposure TPS will offer virtual only educational services for one week after all extended school breaks; Fall, Winter, Spring.

Academic and Operational Impact

We will continue to evaluate our existing plans if additional actions need to be taken related to this issue (e.g., prolonged student absences, schools closing at the direction of local/state/federal Government). We will communicate all changes as early as possible. Our goal is to provide continuous delivery of quality education, applying distance-learning contingencies if needed and appropriate. If at any time, TPS must close our building due to local/state/federal mandates, we will continue offering educational services for all enroll TPS students PreK3-8th grade. Educational services will be offered using our distant learning plan and will continue uninterrupted. Parents are still required to make tuition payments as outlined in your signed financial contract.

