



FirstMontgomery
BAPTIST CHURCH
KIDS
ACADEMY

Parent Handbook

First Montgomery Kids Academy
20423 Eva Street Montgomery, TX 77356
936-597-4230
Updated: 07/20/2023

Hello Parents,

We are so excited that you are considering enrolling your child in our school. We offer a great program with wonderful teachers that have a true love for children and the Lord. At First Montgomery our motto is, "Love First." This motto has also been carried over to our Preschool Program. We love you and your children from the moment you enter our doors. It is our greatest joy to be able to spend time with your child each day watching them learn and grow! We consider it a true privilege to serve you and your family. First Montgomery Kids Academy views the school as a way to minister to the community. As a part of that ministry, we want to make sure all parents know that our door is always open. If there is ever a time you or your family need anything, please do not hesitate to stop by to talk or give us a call. We want to make ourselves available for prayer requests or any concerns you may have. We also know the Bible states:

"Train up a child in the way he should go, and when he is old, he will not depart from it".
Proverbs 22:6

We believe God's word to be true at First Montgomery Kids Academy, and we will not only provide a strong educational foundation but a strong spiritual one as well. Our greatest hope is that by teaching our students about God's love even at this young age, we are giving them a well of spiritual knowledge to draw from even as an adult. At First Montgomery Kids Academy we want each day of learning to be fun and exciting. We want all our students to love coming to school as much as we do.

If you do not currently have a church home or are looking for a church, we would love to invite you and your family to visit us.

Nursery & Preschool Sunday School: 9:45-10:45
Nursery and Preschool Bible Study for all ages: 11:00-12:00

Sincerely,

First Montgomery Kids Academy Teachers and Staff

If you have any questions or concerns about procedures or policies at First Montgomery Kids Academy, please call or email:

936.597.4230

kidsacademy@firstmontgomery.org

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Disability Statement:

First Montgomery Kids Academy, as an extension of the ministry of First Montgomery Baptist Church of Montgomery, is exempt from the requirements imposed by the Americans with Disability Act. The Public Accommodations Title exempts religious organization from coverage under the section of the Act. Furthermore, First Montgomery Kids Academy does not receive federal financial aid or assistance, the Academy is not bound to uphold the regulations of the Rehabilitations Acts of 1973. Therefore, the Academy is not required to provide for disabled students.

First Montgomery Kids Academy regrets that accommodations for students with physical, mental, or emotional disabilities are not provided. These students are precious in God's sight and need a school wherein they will receive all they may require.

Philosophy:

First Montgomery Baptist Church offers First Montgomery Kids Academy program as an outreach program ministry to the children, parents, and the community of Montgomery. The purpose of the program is to enrich the development of each child not only developmentally but spiritually, mentally, physically, emotionally, and socially through the provision of educational experiences consistent with Christian principles based on the authority of the Bible and supported by First Montgomery Baptist Church.

Mission Statement:

First Montgomery Kids Academy's mission is to give children 18 months to age 6 years old, a loving nurturing, Christian environment. We strongly encourage creativity in both thought and action by offering a variety of experiences in early childhood developmental skills. We strive to give your child the enrichment and Christian guidance that children need in their formative years. As a Bible-based program it is our goal that each child will come to know they are unique and loved by God and their community.

Enrollment Policy:

- Obtain and complete the enrollment packet
- Provide the school with a copy of a child's immunization record that is signed or stamped with the doctor's signature.
- Return the forms to school with a non-refundable registration fee.
- Provide a health statement from the child's physician
- For children four years of age, you will need to provide the results for hearing and vision test from the doctor

- Every student is required by law to have a completed medical form on file each year. This information is kept at the Academy and provides the necessary health history of each student plus emergency information.

All these things will need to be turned in and completed before the student will be able to attend.

If there are any policy changes, families will be notified immediately. We will send home a letter along with sending a message in the First Montgomery app.

Academy Hours & Days of Operation:

- Monday – Thursday 9:00am to 2:30pm from August to May.
- Tuesday – Thursday in June
- The Academy follows Montgomery Independent School District's closures and Holidays.
- The Academy follows Montgomery Independent School District's bad weather days, and no tuition will be reimbursed for days where there is a school closure due to bad weather.
- If MISD closes for inclement weather, the Academy most likely will follow suit. First Montgomery Kids Academy reserves the right to stay open or close as deemed necessary.

Age Requirements:

- Children must be at least 18 months old and walking on their own to participate in the toddler program.
- Children entering the Older 3's class **MUST** be completely potty trained.

Tuition Rates and Fees:

Class Schedule	Age as of Sept. 1	Registration Fee	Supply Fee	Monthly Tuition (10 equal payments)	Yearly Tuition
2 days a week	Toddlers 18 months to 2 years	\$150	\$100	\$290	\$2900
3 days a week	Toddlers 18 months to 2 years	\$150	\$125	\$420	\$4200
4 Days	Toddlers 18 months 2 yrs	\$150	\$150	\$495	\$4950

Class Schedule	Age as of Sept. 1	Registration Fee	Supply Fee	Monthly Tuition (10 equal payments)	Yearly Tuition
2 days a week	2 years to 3 years	\$150	\$100	\$280	\$2800
3 days a week	2 years to 3 years	\$150	\$125	\$410	\$4100
4 Days	2 years to 3 years	\$150	\$150	\$485	\$4850
3 days a week Kinder Prep	4 years	\$150	\$150	\$440	\$4400
4 days a week Kinder Prep	4 years	\$150	\$150	\$505	\$5050

Making A Payment:

- Tuition payments are due on the 1st of the month.
- Tuition is considered late by the 5th of the month and your account will incur a \$10 late fee
- If your account is 30 days or more delinquent, your student may not attend until the balance is paid.
- You can make tuition payments on ProCare, pay on the First Montgomery Church app, make a Square payment at the front office, send cash, or send a check payable to: **First Montgomery**

NOTE: ProCare and Square payments will have an added \$6 processing fee.

Withdrawal:

To withdraw a student from the Academy, a parent/guardian must give a written notice to the director. The Academy requests a (2) weeks' notice prior to the students last day. No refunds will be made. The account also needs to have a zero balance.

ProCare Website

When you register your child, you will receive an email with an invitation to create a ProCare account. ProCare is used for:

- Receiving your tax statement
- Uploading documents such as:

- Immunization records
- Doctor's statement

Parent Communication:

The main communication tool for First Montgomery Kids Academy is the First Montgomery Church app.

Download the First Montgomery Baptist Church app to keep up with the school calendar, connect with other families, and to stay in the know of all the church activities and events. The app is also used to:

- Make payments.
- Receive photos.
- Sign in/out of class.
- Communicate with teachers and staff.

Each month First Montgomery Kids Academy will send home a calendar, outlining classroom activity for the month.

Please make sure you check your child's backpack daily as important; time sensitive information may be enclosed.

First Montgomery Kids Academy also had a school Facebook page.

Drop-off and Pick-up Procedures

- Our staff uses the time between 8:30 and 8:45am for prayer and will not be able to accommodate children before 8:45am. Please be courteous and allow us this time to prepare and pray.
- Drop-off starts at 8:45am and closes at 9:00am.
- Wait for a teacher to come to your vehicle and get your child from you. Do not walk across the drop off lane.
- Parents are welcome to walk their children to class. Parking is available in front of the playground.
- Pick-up starts at 2:35pm and all students must be picked up by 3:00pm.
- A child will not be released to an adult who is not on the Emergency Card.
- Anyone other than the child's parents/guardians will have to show a photo ID.
- A non-custodial parent may pick up the child unless we have a court order stating otherwise.

Daily Supplies

The following items should be sent daily and **MUST** be labeled with the child's name:

- **Toddler, Two's, and Three's Daily Supplies**

- Extra change of clothes including shoes
- Diapers
- Nap mat
- Comfort items (blankets or pacifier) if needed
- Sippy cup with lid, filled with water

- **Kinder Prep Daily Supplies**

- Extra change of clothes, including shoes
- Lunch
- Sports bottled filled with water

Whether a child is still in diapers, in the process of potty training or going to the bathroom alone, it is very important that the clothes she/he is wearing be easy to manage at bathroom or changing time.

Toilet Training:

Teachers in the Two's class will work on toilet training. If your child is in the transition between diapers and underwear and still has accidents, please send him/her to class in pull-ups. Always send an extra set of clothes with each child.

Children **MUST** be toilet trained before entering the Older 3's and Kinder Prep classes.

A child will not be considered toilet trained for our preschool program if the child continues to consistently have toileting accidents after the first 4 weeks of school. After the first 4 weeks of school, the following policies will be in place for children who have accidents:

- If one or two accidents occur in one week, the parents will be notified with the understanding that the issue needs to be addressed and corrected.
- If three or more accidents occur in one week, the parent will be notified with the understanding that if the issue is not corrected by the end of the second week the

child will have to stay home at least one week or longer until he/she is completely toilet trained.

- If multiple accidents occur in one day, the parent will be notified on that day; and if not corrected by day three, the child will have to stay home at least one week or longer until he/she is completely toilet trained.

Please note that this policy is not in place to shame or punish a child or inconvenience primary caregivers. Rather, cleaning accidents in the preschool setting is time consuming, and this time that teachers spend attending to and cleaning accidents is time that they are not spending interacting with children and facilitating the curriculum in a safe manner. This policy is intended to ensure the safety and happiness of children and staff at the Kids Academy.

Lunches and Snacks:

- Because of the number of children, spoon feeding for toddlers will not be provided. Finger foods are best to send with a child but any food such as hot dogs or grapes should be pre-cut in appropriate bite size portions.
- No carbonated drinks, including sprite will be permitted at the center.
- Due to breakage, no glass containers should be included in student's lunch.

*Please do not include milk in a child's lunch as First Montgomery Kids Academy has no way to refrigerate these bottles or cups.

Conduct of Daily Health Check:

Every day, a trained staff member should conduct a health check of each child. This health check should be conducted as soon as possible after the child enters the childcare facility and whenever a change in the child's behavior or appearance is noted while that child is in care. The health check should address:

- Reported or observed illness or injury affecting the child or family members since the last date of attendance.
- Reported or observed changes in behavior of the child (such as lethargy or irritability) or in the appearance (e.g., sad) of the child from the previous day at home or the previous day's attendance at childcare.
- Skin rashes, impetigo, itching or scratching of the skin, itching or scratching of the scalp, or the presence of one or more live crawling lice.
- A temperature check if the child appears ill (a daily screening temperature check is not recommended);
- Other signs or symptoms of illness and injury (such as drainage from eyes, vomiting, diarrhea, cuts/lacerations, pain, or feeling ill).

The caregiver/teacher should gain information necessary to complete the daily health check by direct observation of the child, by querying the parent/guardian, and, where applicable, by conversation with the child.

Discipline and Guidance:

The purpose of all discipline at the First Montgomery Kids Academy is to help the children become increasingly self-managing and socially responsible. Teachers help children express their feelings, cooperate with other children, and negotiate conflicts. Only positive non-punitive methods are sure to achieve this goal. First Montgomery Kids staff members recognize that young children have limited and highly variable abilities to manage their emotions and control their reactions. When a child needs restriction, such restrictions will be clearly defined and consistently maintained. At no time will a child be physically punished, threatened, or intimidated.

Techniques used:

- Diverting attention to a constructive pursuit
- Compromising and negotiating differences
- Encouraging children to seek alternatives (within the boundaries of their individual capabilities)

If a distressed child needs help in regaining self-control he/she will be allowed a supervised private time, away from the situation, to quiet himself/herself before a reassuring adult. The adult seeks to help the child re-enter the classroom activity. If disrupting behavior is persistent parents will be contacted so that teachers, parents, and the school can come together to find a solution. Although every effort will be made to avoid termination, the school reserves the right to dismiss any child who is frequently:

- Disruptive to the learning process
- Destructive to classroom, activities, or the environment
- Deliberate in causing bodily injury
- Abusive in language
- Repetitive in referrals to the Director without obvious positive results
- Needy of individual assistance or care which cannot be provided in the school setting.

Physical Harm Policy

First Montgomery Kids Academy strives to be a safe place for learning and fun for all children. As such, we cannot allow a child to physically harm another child. Intentionally biting, pulling hair, hitting, kicking, scratching, or anything else that results in physical harm of a fellow child or teacher will be addressed in the following way:

First incident: We will document the occurrence and contact the parents of the instigating child.

Second Incident: We will document the occurrence and contact the parents of the instigating child.

Third Incident: The instigating child will remain out of school for 1 week to allow the parents to address the problem.

Fourth Incident: The instigating student will remain out of school another week to allow the parents to address the problem.

Fifth Incident: The student will no longer be able to attend First Montgomery Kids Academy.

It is our sincere belief that these issues can be corrected quickly, and our goal is to provide parents the space to do that so we can welcome the student back to class. Since we are reserving the child's seat in the classroom, no tuition will be refunded for time spent at home after the third and fourth incidents.

Please note: First Montgomery Kids Academy reserves the right to skip to the final step at any time if we determine the child poses a serious risk of harm to classmates or teachers.

Indoor/Outdoor Physical Activities:

- Physical activities help children build social and emotional skills. It helps them focus and build cognitive skills.
- Toddlers will have a minimum of 60 minutes of moderate to vigorous play a day
- Pre-kindergarten aged children will have a minimum of 90 minutes of moderate to vigorous play a day
- Children will have opportunities to play on the playground, PE and at Music in the gym
- Children should wear comfortable clothes and tennis shoes for the playground and PE
- When weather doesn't permit outdoor activity, the children will play in the gym

Weather and Outdoor Play

We are required to provide daily outdoor play as weather permits. During times of extreme temperatures, outdoor play will be limited. We will abide by the Child Care Weather Watch Chart when checking if weather is acceptable for comfortable play. A weather gauge stationed on the playground will also be used to receive the most accurate temperature and weather conditions. First Montgomery Kids Academy will use discernment on chilly/hot days to determine if outdoor play is acceptable. Please send

your child in appropriate weather clothing and provide an appropriate weather back-up set of clothes.

Outdoor Water Activities:

In the event any class or the Academy as a whole plan to utilize sprinkler parents/guardians will be notified and asked to sign a permission slip for their child/children to participate in said activities. Any child whose parent/guardian fails to return the permission slip before the activity day will not be allowed to participate in said water activities.

Birthdays:

Birthday parties are not allowed at the school. However, a parent or guardian may provide cupcakes or a simple snack to share with the student's class. Parents/Guardians who choose to send a birthday snack are asked to notify the child's teacher.

Parent Involvement:

We love to have parents involved in the Academy. Some opportunities for parents to volunteer are:

- Room Parent
- Play-doh parent
- Treat Walk
- Easter Egg Hunt
- Organize class parties
- Assist in setting up events

Parents may always visit the center anytime they would like to observe their child or activities.

Employee Immunization Policy

In order to protect the children in our care, First Montgomery Kids Academy recommends that the staff receive these vaccines:

- Influenza (annually)
- Tetanus/Diphtheria/Pertussis (Td/Tdap) –Tdap vaccine recommended once, then dT booster every 10 years

There will be no discrimination or retaliatory action against any employee who does/does not receive immunizations for vaccine-preventable illness. The use of

protective medical equipment will not be considered retaliatory when used by employees First Montgomery Kids Academy. We encourage the use of protective medical equipment to protect employees and children in care from exposure to possible disease. The protective medical equipment includes but is not limited to gloves, masks, and hand sanitizer/cleaners. Staff also receives Blood Borne Pathogen Training annually.

Signs of Child Abuse/Neglect:

Notice: First Montgomery Kids Academy Staff are required by law to report any suspected child abuse or neglect to the Texas Department of Family and Protective Services.

Abuse - Any person having cause to believe that a child's physical or mental health or welfare has been, or may be adversely affected by abuse or neglect, will report any such concerns to the Texas Department of Family and Protective Service. The concerns should also be reported to the Director of the school. Employees are expected to make a written record of the suspected abuse. All staff must participate in annual training for employees. Such training shall include:

- Awareness of issues regarding child abuse and neglect, including warning signs that a child may be victim of abuse or neglect.
- Awareness of prevention techniques for child abuse and neglect.
- Community organizations that can assist staff/parents in reorganization, preventing, and reporting abuse.

Actions that employee must take when child abuse is suspected:

- Report Abuse by Phone:
1-800-252-5400
- Abuse online: <http://www.txabusehotline.org/Login/Default.aspx>
- The Texas Child Abuse Hotline can be reached at:
1-800-252-5400

Illness and Injuries:

Parents/Guardians are asked to refrain from bringing their child to school if he/she exhibits signs of illness. If symptoms of an illness are observed at school, the child will be sent home immediately. If a parent/guardian is unreachable, we will contact the next available person on the child's emergency card.

Symptoms that are cause for keeping your child home are:

- Temperature of 100 degrees or higher
- a cold
- coughing and sneezing
- earache
- red or pink eye
- chills
- headache
- skin eruptions
- sore throat
- fever
- head lice
- vomiting
- diarrhea

If a child becomes ill or runs a fever at the center, the parent/guardians will be called to come and pick up the child. Children need to be free of fever, vomiting and diarrhea for 24 hours prior to returning to school without the aid of medicine.

Students who become ill or hurt at school are assessed by the following procedures: All students are taken to the Director for minor injuries or illness. If a student exhibits much discomfort the parent/guardian will be contacted and requested to come for the student. In the event of a serious illness where medical attention is necessary, a written authorization from a physician is required before the child may return to school. In the event a student suffers a head injury, every effort will be made to notify the student's parent/guardian immediately.

If a student requires medical attention following a serious injury, a written authorization from a physician is required before that student may return to school. As required by the Texas Department of Family and Protective Services, First Montgomery Kids Academy shall complete a form, and have it signed by the parent if the parent seeks medical attention for his/her child. This injury shall be reported to TDFPS, and the form signed by the parents within 48 hours. Importantly the parent needs to inform the school of any follow-up procedures done for the students. Students who are sent home are not permitted to return to school the same day.

In the event of small superficial abrasions and minor cuts, injuries will be cleansed and bandaged at school. First-aid supplies are administered by school personnel only. Please note: School personnel will not perform any function, which requires an invasive procedure (i.e., remove a splinter embedded under the skin, remove foreign object in ear canal or nasal passage).

Immunizations and Medications:

Immunizations must be kept up to date. A current copy of the immunization record will be kept in your child's file.

The laws of the State of Texas and the Department of Protective and Regulatory Services require the following immunizations for all children enrolled in daycare:

- DTAP
- IPV
- Hib
- MMR
- HepB
- HepA
- Varicella
- PCV

If you elect to not have your child vaccinated, please provide the school with a notarized affidavit stating such a decision.

Children that are 4 years of age or older must have vision and hearing test administered and a record of the results on file.

In accordance with state law, we may not administer a medication to a child, unless it is the prescription filled by a pharmacist or a doctor order. The label on the medication bottle must have:

- child's name
- physician's name
- name of the pharmacy
- date it was filled
- prescription number

All medication must be brought in and remain in the original container with the above listed information. Nonprescription medication such as Tylenol must be in the original container and be labeled with the child's first and last name written in permanent marker. The bottle must also have the date the medication was brought to school. Parents/guardian must fill out a form with times to administer the medication and sign the bottom. We will only be allowed to give your child the dose that the bottle specifies for your child's weight and age. If you have a signed and dated note from their doctor that says otherwise, from a recent doctor's appointment, we will accept that.

Sunscreen and Bug Spray:

First Montgomery Kids Academy does not provide sunscreen or bug spray for students. However, parents are welcome to provide either or both for their student. Bottles must be labeled with their students first and last name. Parents must sign the authorization form provided by the school, giving the academy permission to apply it to your student. All bottles left over at the end of the year will be sent home with students.

CPR & First Aid Certification:

First Montgomery Kids Academy staff will provide CPR/First Aid training to all staff on a regular basis for them to maintain their certifications. Substitutes do not require CPR/First Aid certification if they are never without a CPR/First Aid certified First Montgomery Kids Academy staff member.

Emergency Closings:

In the event of inclement weather, the school will close if Montgomery ISD closes. However, we may also close even if the school district remains open. The Director along with the front office staff will make every attempt to contact class members if a closing applies to our school only. Parents/guardians are reminded to download the First Montgomery Church app for real time weather alerts from the Kids Academy.

Crisis/Emergency Plan:

STANDARD PROCEDURES IN ALL EMERGENCY SITUATION

1. Teachers must always retain student identification paperwork and emergency care authorization cards with class.
2. Director and Assistant will take keys, cell phone, and office emergency binder.
3. In the classrooms with children 18-24 months, an assistant director, PE coach or specials teacher will aid the classroom in helping transport the children safely during a crisis to a safe location.
4. During all crisis or emergency situations, a director, assistant director and or teachers shall notify parents by the First Montgomery Church app of the emergency and let them know when it is safe to pick up their children.
5. Our licensing representative will be notified by phone and/or email as soon as it is feasible to do so.

Fire Drill & Fire Evacuation Procedures:

First Montgomery Kids Academy will practice monthly fire drills throughout the school year. The fire evacuation system will be set off to activate the alarm, lights, and speakers to make sure that all children and teachers will know what to do in case of a fire. All students must come to school in shoes. Shoes must **always** be worn to keep the school in compliance with state fire code. Teachers will take their classroom binder, which will have the daily attendance sheets for their class and a count of all students who are there for the day. The Assistant Director will grab the emergency binder for the whole school that has a copy of each child's emergency contact and permission given from the parent to receive any needed emergency care.

Shelter-in-Place:

- When directed by the Emergency Management Officials or the Montgomery Police Department this will take effect.
- Chemical spill/Chemical/bioterrorism/radioactive fallout, or tornados
- Where:
 - All students will be moved to the chapel (time/weather conditions permitting)
- What Will Be Done:
 - Post signs on exterior doors: NO ENTRY UNLESS APPROVED BY EMERGENCY MANAGEMENT PERSONNEL (Director or Assistant)
 - Turn off exterior ventilation system (Director or Assistant)
 - Fire and police will arrive to provide security
 - Sealing: Seal all doors, windows, electrical outlets, and light switches
 - All staff who are not assigned to specific student will assist with the following: Precut plastic, rolls of tape, will be stored in packs/bags near doors and windows to be sealed along with instructions for sealing.
- Supplies stored & Items to take:
 - Attendance sheets, books, and other activities for children
 - Director and Assistant Director, and governing body shall notify licensing representative and all parents as soon as it is feasible to do so.

Transportation of Students in The Event of An Emergency:

If transportation of the students to an alternate facility is deemed necessary by Montgomery Emergency Management personnel or Police Department, they will direct Montgomery ISD to dispatch one or more school buses to handle the transportation needs. If no buses are available students will be transported in vehicles as directed by Montgomery Emergency Management personnel or Police Department, which may include First Montgomery Church people and movers and/or private vehicles.

Evacuation Locations:

Montgomery High School
22835 HWY 105 West
Montgomery, Tx 77356

-or-

Montgomery Junior High School
1900 Stewart Creek Rd
Montgomery, TX 77356

Director, Assistant Director and or teachers shall notify parents in the app of the emergency and when it is safe to pick up the children. Our licensing representative will be notified by phone and or email as soon as it is feasible to do so.

Communicable Disease Outbreak:

Contact Texas Department of State Health Services, Infectious Diseases Control Unit at: 512-776-7676 for specific instructions regarding treatment and prevention whenever a communicable disease is present or is suspected within the childcare center. Director will notify licensing representative. Parents shall be notified and provided with further instruction as recommended by Texas Department of State Health Services, Infectious Disease Control in writing.

Teaches/Custodial staff will regularly perform routine daily disinfecting of all surfaces, toys, tables, and other items in classroom. As required in Minimum Standard for Children Care Center, Subchapter R746.3407

Students, staff, and visitors will routinely use an alcohol-free hand sanitizer, in addition to regularly hand washing in order to minimize the spread of germs within the center.

Intruder With a Weapon:

It is of primary importance that all adults remain calm in such situation. Implement the following procedures:

- Any responsible adult who notices such an intruder on the grounds shall immediately dial 9-1-1- and notify the police. Then notify the center director or other person in charge.
- The Director or Assistant Director will attempt to engage the intruder in conversation to determine what the intruder is seeking.
- The alarm will go out over the walkie talkies to staff.
- Staff will be directed to keep children in their rooms with the doors locked and away from windows until/unless it is safe to move them. If it is safe to move them, they will evacuate through windows or fire doors and the children will be taken to a safe location.
- Church staff, including pastor and church maintenance director, should be notified of the situation if possible.
- Director and Assistant Director, and/or governing body designee shall notify all parents and licensing representative shall be notified by phone and or emails as soon as possible.

Other Human Events Called:

Bomb Threat:

- Children shall immediately be removed as in fire drill

- DO NOT ring the fire alarm bell nor use cell phones or other electronic devices as this could trigger bomb
- Director shall signal Assistant Director to notify police and Director shall attempt to keep person making the threat on the telephone if possible, or until police arrive.
- Director/Assistant Director shall notify licensing representative by phone and/or email and all parents as soon as it is feasible to do so.

Explosions:

- Call 9-1-1
- Remove all children and staff from the building to the church chapel if safe to do so or to the empty field if the building is unsafe or even questionable.
- Personnel trained in first aid who are not directly supervising children should render first aid to the injured until emergency medical personnel arrive and take over.
- Injured persons should be removed from dangerous locations where further injury could take place.
- Director, Assistant Director, and/or governing body designee shall notify licensing representative by phone and/or email and all parents by the app as soon as it is feasible to do so.

Gang-Free Zone:

Under Texas law, the area within 1,000 feet of First Montgomery Kids Academy is a designated gang free zone. As such, certain gang-related criminal activity or engaging in organized criminal activity within 1,000 feet of First Montgomery Kids Academy is a violation of this law and is therefore subject to increased penalty under state law. For more information about what constitutes a gang free zone, please consult sections 71.028 and 71.029 of the Texas Penal code.

Recent Licensing Inspection

The most recent licensing inspection can be viewed at the front of the center in the state licensing box located by the double doors facing the playground. If you have any issues finding it, please contact the Director.

You can access Texas Minimum Standards by going to this website:

<https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>

Parents can contact the local childcare licensing center at 936.756.1551.

First Montgomery Kids Academy Emergency Number:

Director:

Peggy Simons 936-597-4230 ext. 3

kidsacademy@firstmontgomery.org



Parent Handbook Receipt

- I (We) the parent/guardian of _____, Acknowledge having received the Student/Parent Handbook, including the school's Emergency Preparedness Plan, and agree to support all the procedures and policies outlined in it.
- I (We) the parent/guardian of _____, Acknowledge having received **an electronic copy** of the Student/Parent Handbook, including the school's Emergency Preparedness Plan, and agree to support all the procedures and policies outlined in it,

Parent/Guardian Signature

Date

Relationship to child _____