



The LORD will reign forever. Psalms 146:10

Parent Handbook Policy and Procedures 2026-2027

MISSION STATEMENT:

CALVARY WEEKDAY MINISTRIES STRIVES TO PROVIDE A NURTURING LEARNING ENVIRONMENT FOR ALL CHILDREN WHICH WILL PROMOTE INTELLECTUAL, SOCIAL-EMOTIONAL, PHYSICAL, AND SPIRITUAL GROWTH, WHILE LAYING A STRONG BIBLICAL FOUNDATION AND SHARING THE LOVE OF CHRIST.

HOURS OF OPERATION

Months of operation: September-May

Parents Day Out: 9:00 am-2:45 pm. M/W, T/TH, M-TH

Preschool 3s: 9:00 am-12:00 pm. M/W, T/TH, T/W/TH, M-TH, M-F

Pre K 4s: 9:00 am-12:00 pm. M/W, T/TH, T/W/TH, , M-TH, M-F

Kindergarten: 9:00 am-12:00 pm. Monday-Friday

Optional extended hours are available Monday-Thursday from 12:00 pm-2:45 pm for Preschool, Pre-K and Kindergarten. Optional early drop off is available at 8:30 am Monday-Friday and late pick up at 3:30pm Monday-Thursday.

DROP OFF AND RELEASE OF CHILDREN

Please drop off your child at their classroom door. Please sign in and sign out your child each day on the sheet outside the classroom. Your child may be released to any adult that is listed on the release form in your child's permanent folder in the Weekday office. Any adult will need to bring their driver's license to the office and have a copy made for your child's file. They must have prior written permission from the parent, if not listed in child's permanent record.

COMMUNICATION

WE WILL COMMUNICATE WITH FAMILIES IN A VARIETY OF WAYS:

- * INFORMATION SENT HOME WITH YOUR STUDENT (PLEASE CHECK BACKPACKS DAILY)
- * INFORMATION POSTED OUTSIDE OF THE CLASSROOM
- * SCHOOLWIDE AND CLASSROOM REMIND AND GROUP TEXTS
- * SCHOOLWIDE AND CLASSROOM EMAILS AND PERSONAL PHONE CALLS.
- * PLEASE MAKE SURE YOU HAVE REGISTERED YOUR EMAIL IN OUR SCHOOL WIDE SYSTEM UPON REGISTRATION.
- * YOU WILL RECEIVE NOTICE IN WRITING AND/OR EMAIL WITHIN ONE WEEK OF ANY CALVARY POLICY AND PROCEDURE CHANGES.

HEALTH

A current immunization record must be on file by the first day of attendance. We must receive an updated copy each time your child receives immunizations. Immunization records can also be faxed to 806-798-8418. If you choose not to immunize your child, a current affidavit must be on file. Childcare licensing also requires we receive a Physician's Statement stating your child can attend school, which must be signed by your child's doctor each year within one week of starting school.

Communicable diseases can spread quickly in classrooms. Please check with your physician before returning your child to school after recovering from a communicable illness.

You must keep your child at home if one or more of the following exists:

1. The illness prevents your child from participating comfortably in school activities including outdoor play;
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
3. The child has one of the following (unless a medical evaluation by a health care professional indicates that you can include the child in the child-care center's activities);

(A) An oral temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness;

(B) A tympanic (ear) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness. Ear thermometers are not recommended for children under 6 months old;

(C) An axillary (armpit) temperature above 100 degrees that is accompanied by behavior changes or other signs of illness;

(D) An infrared temporal (forehead) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness;

(E) Symptoms and signs of possible severe illness such as lethargy, abnormal

breathing, uncontrolled diarrhea, vomiting, rash with fever, mouth sores with drooling, headache, behavior changes, or other signs that the child may be ill; or

4. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

If symptoms develop, the child will be brought to the weekday office, and the parents will be notified to pick up the child as soon as possible. ***For this reason, it is imperative that we know where you can be reached at all times. Be sure we always have your current telephone number.*** Your child may return once he/she is symptom free without the use of fever reducing medication for 24 hours or a note from their physician.

DISPENSING MEDICATION

Medication will not be given to your child without a signed Authorization to Dispense Medication form. Please complete this form in the office when necessary. It must include the date, amount, and time to be given to the child and a parent's signature. Written permission must be given to apply any topical agent such as diaper ointment, powder, bug spray, sunscreen, etc.

MEDICAL EMERGENCIES

When there is a medical emergency, the parents and/or 911 will be notified. We will call the emergency phone numbers listed on your child's enrollment form or we will have the ambulance take your child to the hospital listed on your child's form, located in the Weekday office. A signed Authorization for Emergency Treatment will be in your child's file. A staff member will complete the injury/illness form and sign it. If your child has a severe allergy, asthma, diabetes, or other serious medical condition, please fill out the appropriate medical plan which we will provide for you.

Allergies

If your child has a severe allergy, you will be asked to fill out an Allergy Action Plan and have it signed by a medical professional.

If your child is in a class with a student who has a life-threatening food allergy, we will ask your help in providing all students with a safe school environment.

Some ways you may be asked to help are: washing hands and face before entering classroom, not bringing the allergic food item to class, varying who your child sits next to at lunch to reduce the chance of allergen exposure, special consideration of snacks at class parties, and other needs as they arise.

It is our goal to provide the safest environment for our students and to not exclude or single out any one student.

DISCIPLINE AND GUIDANCE

*** Discipline must be:**

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) corporal punishment or threats of corporal punishment;
- (2) punishment associated with food, naps, or toilet training;
- (3) grabbing or pulling a child
- (4) Putting anything in or on a child's mouth;
- (5) humiliating, ridiculing, rejecting, or yelling at a child;
- (6) subjecting a child to harsh, abusive, or profane language;
- (7) placing a child in a locked or dark room, bathroom, or closet;
- (8) placing a child in a restrictive device for a time out;

- (9) withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age;
- (10) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Suspension/Expulsion

Calvary Weekday Ministries reserves the right to dismiss any child from the program at any time, with or without cause.

Please be aware that we will make every effort possible to communicate with you and we encourage you to do the same with your child's teacher. Cooperatively, parents and the teacher will decide on appropriate action to take, when necessary. After all steps have been taken and it is deemed in the best interest of the child and other children in the class, the child may be asked to take a leave of absence or withdrawal from Weekday Ministries. The Weekday director will work with the family to develop a contingency/transitional plan.

Should your child be dismissed from our program, a refund will be given for any tuition paid and not used for the following month(s) as we collect tuition a month in advance. Refunds will not be given once the month has started. We do not give tuition suspension/breaks for extended illness, vacation, leave of absence, etc. as continued payment secures and holds your spot. If your child has not been expelled, you may un-enroll and re-enroll later however, we cannot guarantee their spot will still be available and a new registration fee is required.

Safe sleep practices

Unless you have completed a Sleep Exception Form that includes a signed statement from a health care professional stating that the child's sleeping position is medically necessary, the following practices will be followed:

Except for a tight-fitting crib sheet, the crib must be bare for an infant younger than 12 months of age (No loose linens, blankets, toys, pacifier attachments, etc.).

Infants may not sleep in a restrictive device, i.e., car seat, swing, stroller, bouncer, etc. If an infant falls asleep in a restrictive device, the infant will be placed in a crib as soon as possible.

Infants not yet able to turn over on their own must be placed on their back in their own designated crib.

We cannot lay a swaddled infant down to sleep or rest on any surface.

Infants cannot have their heads, faces, or cribs covered by items such as blankets, linens, or clothing at any time to help them fall asleep.

FOOD SERVICE

Calvary Weekday Ministries do not offer meals or provide food service for your child. We do serve a light generic snack in the mornings, and it is listed outside the teacher's door. If your child is staying for lunch, please send an appropriate lunch which does not require any heating. Please notify your child's teacher about specific dietary restrictions or allergies.

REQUIREMENTS

- *A copy of current and accurate immunization records are required at the time of enrollment.
- * Children must be 3, 4, or 5 years of age before September 1st for Preschool, Pre K, and Kindergarten.
- * Your child must be toilet trained before entering Preschool, Pre K, or Kindergarten. Repeated accidents while at school may require re-evaluation of preschool placement. Your child must be able to take care of all bathroom needs with very minimal assistance.

No specific vaccinations are required for staff by Calvary Weekday Ministries; however, all employees are encouraged to follow the recommendations of their primary care physician regarding immunizations for teachers of young children.

TB TESTING

TB testing is not required in Lubbock County. Therefore, it is not required to enroll your child in the Weekday program.

VISION AND HEARING REQUIREMENTS

All four- and five-year-olds are required to have their vision and hearing tested. If your child does not successfully meet the standards that are required to pass, we will notify the parent, in writing. At that time, we will recommend that your child see their doctor.

Basic testing will be done by trained personnel at the school or outside professionals will be hired to do a basic assessment.

ENROLLMENT PROCEDURES

Enrollment procedures include completion of the required documents and appropriate paperwork, as well as the payment of the required registration fee. We will follow the guidelines provided by the Texas Department of Regulatory Services. If any changes are made in enrollment procedures, you will be notified in writing within one week. An additional parent signature will be required.

Children who are 6 months—3 years by September 1st are eligible for Parents' Day Out.

Children who are 3 years (potty trained), 4 years, or 5 years old by September 1st are eligible for our preschool or Kindergarten programs. An enrollment packet, immunization record, birth certificate, and registration fee must be turned in to the director to secure your child's place in any class. **The registration fee is Non-Refundable.**

ABSENCES-

Please call as soon as you know that your child will not be attending class, so the teacher and classmates are not left waiting. Please make every effort to have your child in class regularly — however, be mindful of your child's health and any illnesses.

PERSONAL BELONGINGS-

Please be sure that any jacket, sweater, backpack, lunchboxes, etc. has your child's name on it. For Parents' Day Out children, please be sure to label your child's full name, bottles, sippy cups, diapers, etc. There are often duplicate items among classmates, and we want to keep things with the right child! (Please refrain from sending toys from home, except at the teacher's request — these often cause difficulties in the classroom.) Please dress children in clothing that is okay to get dirty. Children play and get dirty and that means they are having fun! Please always have an extra change of clothes available in your child's backpack.

LATE PICK—UP CHARGE

IF YOUR CHILD IS NOT PICKED UP BY 12:05PM, OR 2:50PM, YOU WILL BE CHARGED A LATE FEE OF \$10 AND ADDITIONAL \$1 PER MINUTE TILL YOUR CHILD IS PICKED UP.

HOLIDAYS/WEATHER DAYS

We attempt to observe all public-school holidays and snow days. Please see the school calendar for details. In the event of bad weather, tune in to **local channels/websites/phone reminds/emails** for cancellations or delays. If LISD delays two hours, then we delay 2 hours. Please note that the two-hour delay begins from our start time of 9 am. If there is a two-hour delay on a Friday, Friday classes will be cancelled.

MONTHLY TUITION

Payment for each month is expected on the **15th of the previous month. A \$10 late charge will be added for any payments received after the 20th and an additional \$5 will be charged for each business day until payment is paid in full.** All accounts not paid by the beginning of the month will forfeit their child's spot in the program until paid. Cash and checks are accepted.

Online payments are available on our website, www.calvarylubbock.life. Click on **Connect** at the top of the page then scroll down to Weekday. There will be an option to pay tuition online. This is set up by the parent with parameters on when to stop and start the automatic payments. Please be sure this is updated every year to reflect the current tuition amounts. There is also the option to pay with a credit/debit card on the website. There will be a card usage fee. Please click to pay the fee or it will be applied on your next tuition statement. There are not any fees with a direct draft from a checking account.

Enrollment changes

If you need to make a change to your child's enrollment, changes must be made before the first of the month. We cannot make changes in the middle of a billing cycle. Please note we may not be able to accommodate every change request. Your bill reflects the number of days you are registered for regardless of your child's attendance. For example, if your child attends a 3 day a week class and you decide to attend only 2 days, you will still be billed for 3 days unless there is a class change. You may receive a full refund for the month if notice is given before the beginning of the month.

TRANSPORTATION

Durham transportation provides all the field trip transportation to and from a designated location. Prior approval is necessary for all transportation. Permanent permission forms are required, and they stay on file in each child's enrollment packet. Parents are notified of planned field trips.

WATER ACTIVITIES

The only water activities that are permitted are water play, water balloons, sprinklers, splashing/wading pools, aquatic playgrounds, etc. There will be NO swimming of any kind.

FIELD TRIPS

They will require adequate supervision, so be aware that you may be asked to accompany your child's class. Also, field trips will require a permission form signed by the parent. Each child will have one on file. This is in the registration packet.

ANIMALS

Animals that are common pets (puppy, kitten, rabbit, fish, etc.) will be allowed for a brief period to visit the classroom. The animal must be accompanied by an adult.

There will be no permanent animals in the classroom.

BIRTHDAYS

Birthday celebrations are welcome at school. Please check with your child's teacher regarding any allergies, snacks, or celebration. Party invitations may not be passed out at school unless the ENTIRE class is invited.

DEVELOPMENTAL ACTIVITIES

Structured and unstructured activities included in the daily schedule depending on age/class include the following:

Centers	Bathroom breaks
Literature/Story time	Snack/lunch
Prayer	Indoor/Outdoor play
Music/movement	Child and Teacher initiated activities.
Circle time	Chapel/ Bible lesson
Large/small groups	Sensory play/Tummy time
Gross/fine motor skills	Nap/rest

Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space.

Students will have a minimum of 20 minutes of outdoor play for every 3 hours that they are at Calvary Weekday. Students engage in moderate to vigorous active play by running, climbing, jumping, sliding, etc. on the playground equipment. Playground time is designed to be an opportunity for child-initiated activities and unstructured free play. The alternative for outdoor activity when weather prohibits or limits outdoor play is the gym which includes running, riding toys, ball play, child and/or teacher initiated and structured play opportunities, etc. The soft play area is available for classes 2 and under.

We recommend tennis shoes and comfortable clothing for participation in indoor and outdoor physical activities. Please provide a jacket for cooler weather.

Written permission must be given to apply bug spray and/or sunscreen or topical agents. Please check with your child's teacher for the form to sign including what type of bug spray/sunscreen, ointments, etc. will be used.

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
Air Temperature	Wind Speed in mph									
	Calm	5	10	15	20	25	30	35	40	
	40	40	38	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	8	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43

	Comfortable for out door play		Caution		Danger
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Heat Index Chart (in Fahrenheit %)													
Air Temperature (F)	Relative Humidity (Percent)												
	40	45	50	55	60	65	70	75	80	85	90	95	100
	80	80	80	81	81	82	82	83	84	84	85	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100
	90	91	93	95	97	100	103	105	109	113	117	122	127
	94	97	100	103	106	110	114	119	124	129	135		
	100	109	114	118	124	129	130						
	104	119	124	131	137								

Inclusive Care/Special Needs

Calvary Weekday will provide activities for any child with special care needs by:

1. Providing a child with special care needs with the accommodations recommended by:
 - (a) a health -care professional; or
 - (b) a qualified professional affiliated with the local school district or early childhood intervention program;
2. Utilize as recommended any adaptive equipment that has been provided to our center for a child's use;
3. Ensure that a child who receives early intervention services or special education services can receive those services from a qualified service provider at our operation, with parental request and approval;
4. Ensure that activities integrate children with and without special needs; and
5. Ensure that caregivers adapt equipment and procedures and vary methods as necessary to ensure that we care for a child with special needs in a natural environment.

QUESTIONS AND CONCERNS

If a need arises, you are always welcome to schedule a conference time to visit with the directors about any questions or concerns you may have. Simply stop by the office to make an appointment or call 794-4006 (option 2) to set up a time that is convenient.

VISITORS-

You may drop in at anytime during hours of operation to observe your child, program activities, the building, the premises, and equipment, etc. without prior approval. Please visit with your child's teacher regarding field trips, special activities, parties, etc. **For the safety of all, we ask that you check in at the office and make us aware that you are in the building.**

PARENT'S RIGHTS

A parent of a child in care has the right to:

- (1) Enter and examine your center during its hours of operation without advance notice
- (2) File a complaint against your center
- (3) Review your center's publicly accessible records
- (4) Review your center's written records concerning the parent's child
- (5) Receive from your center:
 - (A) HHSC's inspection reports for your center; and
 - (B) Information regarding how to access your center's compliance history online
- (6) Have your center comply with a valid court order signed by a judge that prevents another parent from visiting or removing the parent's child from your center
- (7) Be provided with contact information for Child Care Regulation, including the department's name, address, and telephone number
- (8) View any video recordings of an alleged incident of abuse or neglect involving the parent's child maintained by your center as long as:
 - (A) Video recordings of the alleged incident are available
 - (B) The parent is not allowed to retain any portion of the video depicting a child who is not the parent's child
 - (C) Your center notifies in writing the parent of any other child captured in the video recording, before allowing the parent to inspect the video recording
- (9) Obtain a copy of your center's policies and procedures
- (10) Review, upon request of the parent, your:
 - (A) Staff training records; and
 - (B) In-house training curriculum, if any
- (11) Be free from any retaliatory action by your center for exercising any of the parent's rights

REVIEW MINIMUM STANDARDS

You may, at any time, ask to see the Texas Department of Regulatory Services minimum standards that are followed by the Weekday Ministries. A copy of the most recent report, as well as all inspections, is available upon request.

CONTACTING LOCAL LICENSING OFFICE

If you have any questions and would like to contact the local licensing office, the child abuse hotline or visit the websites, please use the following information:

Local licensing office: 806-354-5307

5121 69th Street Suite A4 Lubbock, Texas 79424

Child Abuse Hotline: 1-800-252-5400

Protective & Regulatory Website: www.txchildcaresearch.org

Office of Consumer Relations: - 1-800-720-7777

These important numbers are also listed on the bulletin board outside the Weekday office which is close to the phone.

Emergency Drill and Evacuation Plan

All staff have an emergency preparation plan in each classroom. Fire drills will be practiced once a month and severe weather and lock down drills will be practiced twice a semester throughout the school year. Each classroom has an evacuation plan on the back of the door with the closest exit to take. Teachers will have student information in hand and will account for all students in their care. There is a specific plan of action for each of the following:

Evacuation

An immediate situation rendering the inside of the building unsafe (i.e. fire) Safety can be sought outdoors. The designated location is the Calvary baseball field or across the street at Plains Cotton Growers 8303 Aberdeen Ave. if relocation is necessary.

Relocation

An imminent situation rendering the inside and/or outside of the building unsafe (i.e. flooding) The designated location is Plains Cotton Growers located across the street at 8303 Aberdeen Ave. 806-792-4904

Sheltering

An immediate or imminent situation rendering partial areas of indoor space unsafe and leaving the operation unsafe (i.e. Tornado) The designated location is Calvary Weekday basement.

Lock-Down

An immediate or imminent situation rendering partial areas of indoor space unsafe and leaving the operation unsafe (i.e. endangering person on premises or area) The designated locations are within the operation.

Students who are under 24 months of age, who have limited mobility or who otherwise may need assistance in an emergency, such as children who have mental, visual, or hearing impairments will be relocated to the designated safe area or shelter by:

- *Placing child in a mobile crib
- *Placing child in a stroller or bye-bye buggie
- *A designated Calvary staff carrying or assisting child

In the event the building needs to be evacuated to an off-site location, staff and students will meet across the street at Plains Cotton Growers 8303 Aberdeen Ave.

Staff and students will remain there until the “all clear” is given or until parent reunification has been organized and parents have been notified when and where to pick up.

EMERGENCY COMMUNICATIONS

If an emergency occurs during school hours:

- *Do not drive to the school unless it is safe to do so and /or you have been directed by school staff to pick up your child.
- *It may be difficult to get through to the school via phone because of damage to phone lines or cell phone towers, staff will contact parents as soon as possible.
- *Tune to news media for emergency instructions.

In times of emergency, information about the status of the school will be communicated through a variety of media. Weekday requests that parents do not call the school or church office in times of emergency as it is important to keep phone lines free for emergency communications. Circumstances may prevent parents from picking up

children or may require that children be picked up at another location other than Calvary Baptist church.

The safety of children and staff is our first priority. Our second priority is the reunification of parents with their children. Parents should check the following sources for information and status reports:

- *local media

- *Remind

- *phone calls/texts from school/teachers/emails

A copy of Weekday's emergency preparation plan is available upon request.

Security

The Southeast doors located by PDO will be the only doors used for drop off/pickup. There are doorbells located outside the doors. These doors are locked.

In the event of a "lockdown" situation, such as an intruder in the building, teachers will lock classroom doors and move all children to a location away from the door. Children and teachers will remain there until it is safe to come out. Teachers will have student information in hand.

Gang Free Zone

Under the Texas Penal Code any area within 100 feet of a childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

Breastfeeding

Calvary Weekday will provide a comfortable place with a seat in our center or within a classroom that enables a mother to breastfeed her child. You that you have the right to breastfeed or provide breast milk for your child while in our care.

Preventing and responding to abuse and neglect of children

All Calvary Weekday staff are required to have annual training on preventing and responding to abuse and neglect of children. Calvary Weekday utilizes the following strategies to disperse information between Weekday and community organizations:

- *Provide pamphlets
- * DVD's and educational materials are available through the Weekday office
- *Annual Child Maltreatment Newsletter to increase awareness of child maltreatment and prevention techniques
- *Parents of a child who is victim of abuse or neglect can obtain assistance and intervention, including procedures for reporting child abuse or neglect through the following:

The Texas Abuse/Neglect Hotline 1-800-252-5400 is open 24 hours a day, seven days a week, or go to: www.txabusehotline.org or DFPS web site at www.txchildcareresearch.org

Health Checks

Calvary Weekday Ministries does not conduct health checks. Calvary DOES require a signed health statement from the child's physician within one week of their start date.

Biting Policy

Biting is a common behavior among toddlers. Even in high quality settings where staff is vigilant and all preventative strategies are used, biting may still occur. Understanding the reasons for biting, taking the necessary preventative measures, and communicating with families will hopefully bring an end to the problem. We understand the frustration on both sides of a biting incident and our staff works very hard to ensure that the biting is handled in a way that respects both families involved in the incident.

We handle biting incidents as follows:

The child who is bitten is attended to immediately. The child is taken to a quiet area and the bite is examined and the child comforted. First Aid will be given as necessary to the bite. Depending on the severity of the bite, the child's parents may be contacted to let them decide if they wish to seek medical consultation. After the child that is bitten is taken care of, we focus on the biter. Removing the child from the area of play to another area to communicate that biting hurts and we need to be gentle. We will explain and demonstrate what gentle and acceptable behavior means and help with replacing appropriate behavior to biting.

The parent(s) of the bitten child and biter will be verbally informed and given an incident report. With respect to confidentiality, we do not share the name of the biter or the bitten child with either parent(s).

We have reference and resource materials for the parents of the biter and the bitten child to better understand the biting behavior.

The Weekday director will consult with the parents(s) of a habitual biter to develop strategies that can be used in class and in the home, so we are working together.

After all steps have been taken to address the biting behavior, and it is deemed in the best interest of the child and other children in the class, the child may be asked to take a leave of absence or withdrawal from Weekday Ministries. The Weekday director will work with the family to develop a contingency/transitional plan.

Napping

Children in PDO and 3year old preschool are required to have a rest/nap time. If you know in advance your child will not rest quietly/nap and may disrupt the classroom, please consider picking your child up at noon. We make every attempt to help your child rest/nap and provide quiet activities if needed during this time. However, please note that if your child is disruptive, you may be asked to pick up your child.

Parking Lot

Please park only in designated parking spots and not along the sidewalks. Drop off and pick up times are very busy. Please drive slowly and watch closely for small children and other cars. Please stay off your cell phone while driving in the parking lot. Please do not leave children unattended in your car.

Pictures

Class pictures or pictures of any Calvary student who is not your own may not be displayed anywhere or posted on any social media site i.e., Facebook, Instagram, etc. without the consent of each child's parent or guardian.

CALVARY WEEKDAY MINISTRIES

5301 82ND STREET

LUBBOCK, TX 79424

806-794-4006 (OPTION 2)

806-798-8418 FAX

WWW.CALVARYLUBBOCK.LIFE

CHRISTINE MEADE SCHOOL DIRECTOR

SYDNEY CAPODAGLI PDO DIRECTOR