



Parent Handbook

Established 1997

Educating Children Infants to Transitional Kindergarten

Providing a Head Start in Education....

Giving a Bright Academic Future!

603 S. Bryan-Beltline

Mesquite, TX. 75149

www.cprepschool.com

214-577-4368/ 927-222-7808



Educational
FIRST STEPS

CP Prep School enforces a **NO CELL PHONE ZONE**
when dropping off and picking up and driving on school property.

MISSION:

Providing a Head Start in Education.....

Giving a Bright Academic Future

Philosophy:

CP Preparatory School is a warm and inviting environment where children can grow socially, emotionally, physically, and cognitively.

Goals:

I pledge to give each child the best educational program available from Infancy through Transitional Kindergarten

- 1. All students will receive portfolio assessments to monitor their academic growth and success.**
- 2. Starting at age 3 students will receive report cards in December and May**
- 3. Standardized testing starts at age 3 so we will understand your child's academic strengths and weaknesses before entering into Pre-K**
- 4. Standardized testing in Pre-K is administered 3 times a year**
- 5. Transitional Kindergarten is designed for those students who are advanced and ready to begin the reading process. Or for students that may have completed Kindergarten and you feel as a parent they just might not be ready for 1st grade. The reading program is taught with the use of phonics teaching them the rules to begin reading, writing and spelling. At the end of Transitional Kindergarten the students will have the opportunity to read at a 1st/2nd gr. reading level before going into 1st gr. Student enter 1st gr. with the I can attitude -VS- the I can't and feeling frustrated. The math program consists of 1. Math-Their Way philosophy "Doing math the child's way" 2. Touch Point Math The student's day consists of so much more please call and ask about our program.**

Curriculum Goals:

- 1. infancy to age 2 Curriculum consists of Frog Street and Beautiful Beginnings**
- 2. age 3 Early Pre-K Big Day Program**
- 3. Pre-K and Transitional Kindergarten curriculum is Big Day Program from Scholastic**

Brief History and Over View of CP Preparatory School

It all started in 1997 when Ms. Dawn Patterson

Had a DREAM for young learners!

CP Preparatory School was built on a dream for young children to have a safe, academic environment that would nurture their learning and provide a bright academic future.

Nestled within the heart of Mesquite, the CP campus resides on the historic Rutherford property down the street from Mesquite High School. There are two buildings of classrooms for children ages infancy through Transitional Kindergarten, a library, two playground areas, a large 2500 sq ft. gym and cafeteria. It's all about the student at CP Prep. Each child is viewed as a unique person with an individual pattern and timing of growth and development. The curriculum and teaching staff interaction are responsive to individual students' abilities and interests. This leads to developing a student's self-esteem and positive feelings toward learning.

Classrooms operate in small class ratios, greatly improving on state teacher/student ratios. CP feels that this closer attention to the student allows them the flexibility for each student's learning style.

The curriculum at CP Prep includes the basic studies of Reading, Math, Science, Health and Social Studies, as well as extended studies with classes in Spanish, Art and Music. The success at CP Prep is astounding. On average, students at the end of their Kindergarten year, read at a 2nd grade reading level.

It's not all hard work and studying at CP Prep. School year students and non-students may attend Camps during School breaks at the Winter Holidays, Spring Break and Summer Break. Each Camp is a different "edu-tainment" theme, with Campers learning while they are having fun on their time off from traditional studies.

CP Prep School is a warm and inviting environment where children can grow socially, emotionally, physically and cognitively. I pledge to give each child the best educational program available for infant – private kindergarten. You are always welcome to call on me for answers or ideas or to simply share a memory about your child. After all, it is these children which inspire our hearts day after day!

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Infant Program ages 6 wk. to 1 yr.
Toddler Program 1 yr. to 2 yr.
Dual Language Preschool age 3-5
Early Childhood 18 months – 3 yr.
Pre-K Age 3-4
Transitional Kindergarten ages 5 and 6
Tutoring:/Reading/Math for Non Students
Occupational, Physical and Speech Therapy
Summer Enrichment Camp

Portfolio Assessments start at 6 weeks to age 6

- **students will begin portfolio assessment upon entering school. Students will be monitored on 2 academic domains a week. This allows the teacher to monitor your child's academic growth and development**
- **Standardized testing begins at age 3 and will be administered 3 times a year**
- **Reading test will be administered 2 times a year in Transitional Kindergarten to monitor your child's reading level. On the average students leave CP preparatory School reading on a 1st/2nd gr. reading level depending on your child's ability!**
- **Parent conferences are offered 2 times a year to discuss your child academic growth and development.**

Program includes daily Breakfast, Lunch, Snack, Rest times and Indoor and Outdoor play time.

Infant program starts at 6 weeks of age- 12 months.

Students are monitored on their mile stones and portfolio assessments are done to ensure proper growth and development. If there are any areas of concern the parent will be notified. CP prep School has speech, Occupational and Physical Therapists that come out to the school as needed.

Toddler Program 12 mo. to 2yr FROG STREET CURRICULUM

Every day students will enjoy a fun filled day. Their day will consist of music, stories, art, sensory play, indoor and outdoor play, dramatic play, blocks, nap time and breakfast, lunch and snack. Your child's teacher will keep portfolio assessments on child and monitor 2 academic domains per week. Your child's portfolio will follow them through the program as they begin their academic achievements.

Pre-K/Transitional Kindergarten BIG DAY Curriculum

All Early Childhood Students will be introduced to the world around them through the use of The alphabet, letter sounds, and a variety of math concepts and thematic units. This Comprehensive program will help the child develop socially, emotionally, intellectually and Academically. Our Pre-K program has been designed to give your child a head start in education and to ensure that they are ready for the CP Prep Kindergarten program. Introduction to phonics gives them mastery over letter identification and letter sounds. The math curriculum is presented through the use of the "math-their-way" program. This is a 'hands on' teaching approach that worked well with young children and the concepts needed to understand mathematics. Thematic Units are changed every 2 to 3 weeks, thereby keeping enthusiasm and interest keen on the learning process. A comprehensive evaluation is given twice a year with standardized testing at the end of every school year and parents are encouraged to participate and review this with the staff.

Transitional Kindergarten is based on two important building blocks: a comprehensive phonics program teaching reading, writing and spelling and the “math-their-way” and Touch point Math program. During the year students will be introduced to all vowels including long and short sounds with adjacent consonant. [Ex. (op) short & (ope) long]. Studying individual blends such as “th” at the beginning or “ing” at the end of a word gives students specific introduction to reading rules that result in success with their early reading. This phonics program is a natural and low pressure way to give the student beginning spelling and reading skills. Our second building block is part ii of the “math-their-way” mathematics program. This continues the Fundamentals begun in the Pre-K class and builds towards full grade level comprehension. The-matic units are changed every 2 to 3 weeks keeping the children responsive and interested in learning! They are challenged as they make their own books, keep a reading portfolio and participate in reading incentive programs. A comprehensive evaluation will be given twice each year. Standardized testing at the end of every school year. You are invited to review this detailed report card. It is sure to inspire your confidence in the content of this curriculum. Our Kindergarten year has been designed to give each student the knowledge and the confidence to be a successful individual. At the end of Kindergarten students are reading on a 1st/2nd grade reading level.

SAMPLE SCHEDULE

Ms. Cheryl Classroom Schedule

Ms. Cheryl McDaniel 8:00-5:00

Cecilia Jimenez 8:45-5:45

Curriculum: Frog Street

6:30-8:30 Arrival/Breakfast

8:30-8:45 Diaper Change and Free Choice Centers

8:45-9:15 Circle#1

9:15-10:00 Physical Education Activity Outside/Inclement Weather Activity

10:00-10:45 Centers

10:45- 11:15 Circle#2

11:15-11:30 wash hands, diapers, ready for lunch

11:30-12:00 Lunch

12:00-2:00 Nap

2:00-2:45 Wake up, Diapers, Snack and Music

2:45-3:30 Physical Education Activity Outside/Inclement Weather Activities

3:30-4:00 Circle#3

4:00- 5:00 Centers

5:00-5:30 Stories/Music

5:30-6:00 Departure/Transition into other class

Hours of Operation
6:30 am – 6:00 pm
OPEN YEAR ROUND and Closed on Major Holidays
Giving Children a Head Start in Education and Moving Them to a
Bright Future!

Schedule Choices:

FULL Day Academic Class 8:30am – 3:30pm

ALL Day w/Extended Care 6:30am – 6:00pm

Please visit web site at

www.cpprepschool.com for more detailed information

PARENT INFORMATION BOARD IS LOCATED IN THE SCHOOL FOR YOUR REVIEW

Tuition: Please call admissions 972-222-7808 and ask for Ms. Patterson for a personalized tuition plan for your family. Affordable tuition, Military Discount, Child Care fee assistance

Orientation/School Tours: available daily from 8:30-4:30. After hour tours available upon request must schedule an appointment.

ENROLLMENT PROCEDURES

A parent must complete and submit the following before a student may enter CP Prep School.

- Payment plan will be discussed and signed at enrollment. (See Academic and Financial Agreement a copy available at the school).
- Enrollment forms completed and on file.
- Copy of shot record on file.
- Authorization for Emergency Care notarized and on file.
- Volunteers must fill out 'Criminal History' form. This is for the safety of all of our children.
- Vision and Hearing test results due for ages 4 and up. You can have testing done here at our school for a fee. You can also take your child to your Dr. of choice and provide us with a copy of results
- Diabetes test results due for 3rd grade students. You can have testing done here at our school for a fee.
- If student policy changes notification will be given in writing within 24 hrs.
- Pay PTA membership

PTA MISSION STATEMENT The overall purpose of the PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

PTA events engaging families throughout the year. Sept- PTA meeting Oct- Fall Festival Nov- Thanks Giving Feast Dec- Christmas program Feb- Valentine Social March- Rodeo parade and Festival April- Easter Egg Hunt May- Kid Fish May- End of the year Program/graduation

Tuition does not cover school pictures, Class Parties and after hour functions and summer edutainment activities.

TUITION/VACATION POLICY:

TUITION IS DUE IN ONE FULL PAYMENT ON THE 5TH OR SPLIT IN 2 PAYMENTS ½ ON THE 5TH AND ½ ON THE 20TH

If your child is sick or absent tuition is still due in full.

1. Tuition is paid for 11 months from August to June. – **OPEN YEAR ROUND**
2. July is optional. **We are open in July.** Please pre-register and payment for July is due July 1st. You may take a 4 week vacation and owe nothing!
3. **SUMMER FLEX SCHEDULE** 15 days of choice for June and/or July. If you want a flexible schedule in the summer you may choose any combination of 15 days in June/July for the cost of June tuition. Please See Ms. Patterson for further information.
 1. Closed labor day, fair day, Thanks Giving and day after, Christmas eve, Christmas, January 1st, MLK day, Memorial day, 4th of July

FEE STRUCTURE:

1. COMPAS BANK – Automatic tuition taken out of your bank account on the 5th or 20th of Each month. If you choose automatic deduction there is a yearly charge of \$30.00 for Deduction on the 5th and a \$40.00 charge for deduction for the 5th and 20th.
2. PAY MONTHLY - Payments made at the school. A \$10.00 monthly charge will be added to Tuition. All NSF and late payments will have a \$50.00 charger per occurrence. Payment After the 5th of the month is considered late. (NO EXCEPTIONS). CP Prep reserves the right to dismiss your child, withhold report cards, and deny graduation for failure to be current on tuition.
3. All payments made at the school will need to be in the form of a check, cashier's check Or money order. (No cash will be accepted for monthly payments).

LATE PAYMENTS OR NSF WILL RESULT IN A \$50.00 CHARGE

NO REFUNDS ON DEPOSITS OR TUITION

WITHDRAWAL/ DISMISSAL:

All fees are non-refundable. A written notice is requested at least four weeks prior to withdrawing from the program. Tuition is expected in full for those four weeks and will not be refunded. CP Prep School reserves the right to Dismiss students for behavior issues and non payment .

ATTENDANCE

All students are required to be in school by 8:30am and school is dismissed at 3:30pm. Ex-tended day program is available from 6:30am to 6:00pm for an additional fee.

UNIFORMS uniform policy. Girls wear a plad skirt, skort, or jumper and boys wear kaki or navy pants or shorts all shirts are red white, blue, hunter green or white. All uniforms are purchased at 5 star embroidery. \$5.00 will be charged if your child is out of uniform.

Breakfast is served daily from 8:00-8:30: If you wish to have your child participate in the school Breakfast program they must be at school by 8:00 to have plenty of time to eat before class starts at 8:30.

ABSENCES

- Your child will not be allowed at school if they have a severe cold, a fever, a virus, etc...
- Not only is this good health practice but it is also a courtesy to our children and their families.

- Children must be fever free, throwing up, diarrhea for 24 hrs. before the return to school.
- Tuition is expected even if your child is absent
- Please call CP Prep as soon as you know that the student will be absent
- If your child has a contagious condition, please notify the Director so that notice may be sent to every parent when appropriate. A notice will be sent home to all parents within 24 hrs. of notification of communicable diseases. Your child must remain fever free without the aid of a fever reducer for 24 hours before returning to school.
- CP Prep reserves the right to ask for a Doctor's note before allowing the child to return to class.
- No more than 10 absences a year , 3 tardies equals 1 absence

Late arrival to school

- If your child arrives at school past 8:30 you will need to sign them in as a late arrival. Sign-in paper is located on the parent board outside your child's classroom. If you are late due to a Dr. apt. please provide note at the front office upon entering. Being late means your child is missing Academic class time. Missing class time results in inconsistency in learning. **Please Be on Time for Class!**

IF YOU'RE CHILD BECOMES ILL WHILE AT SCHOOL

- Your child will be sent home if they obvious signs of illness. Your child will be separated from the other students and will be allowed to rest while waiting for you to pick them up. Please continue to keep your child at home if the following symptoms still occur.
- If child has a fever in the last 24 hours
- If there is a heavy nasal discharge / If there is a constant cough.
- If there is diarrhea or vomiting.
- If there is any possibility that the child may have a communicable disease/parasites.

YOUR CHILD MAY RETURN TO SCHOOL:

- If fever free without aid of fever reducer in the last 24 hours
- If there is only light (clear) nasal drip
- If there is no diarrhea or vomiting
- If the school has been notified of communicable disease/parasites and the incubation period has passed.

CP Prep reserves the right to ask for a doctor's note whenever contagious disease is suspected.

Rest Time: parents are to provide individual rest mats and blankets for their children. Rest timer is from 12-2. Children will be positioned in the classroom from head to toe with at least 6 inches between students.

Diaper Changing/Potty Training: Students will be changed or taken potty every 1 to 2 hrs. depending on student's needs. Individual student needs will be accommodated. Parent must provide: diapers, wipes, creams if needed, change of clothes.

School Calendar

You can also get a copy at the front office and web site.

School Closings: Are listed on the calendar. We are opened year round 12 months and closed on major holidays.

Picking up and dropping off procedures: CP prep School has secure front lock doors. Upon enrollment you will be given a 4 digit code. You must clock your child in and out daily with your own person code. Please do not use other family members codes.

Picking up child after 6:00pm: As a courtesy to the staff, please be on time to pick up your child. CP Prep reserves the right to charge \$1.00/minute you are late. Please make arrangements with a friend, family member... to pick up your child. They must be authorized and on file listed in the Enrollment Pack. If not in the Enrollment Pack you must notify the front office in writing with name, date and time the child will be picked dismissed and who will be picking up your child. They will need to provide a valid driver's license. If you do not advise us and we can't get a hold of you your child will not be released.

Parent Conflict Resolution Procedure: Please notify your classroom teacher or the front office with any concern/conflict. There will be a form that will need to be filled out with your concern/conflict. It will be given to Ms. Patterson upon completion and will be reviewed and action taken.

DISCIPLINE

Redirection and love and logic will be used as sources of discipline. If these methods do not work with your child, we will discuss the problem and collectively come up with an alternative solution. If the behavior becomes uncontrollable, CP Prep reserves the right to dismiss your child from the program and will give a one week notice. Discipline/Guidance policy available in Enrollment pack.

PARENT RESOLUTION:

1. Policy Procedure
2. Classroom conflict

Form is available on the Parent Info Board at school.

PARENT SIGN/OUT – VISITATION:

Parents will sign-in on the schools visitors log and get a visitors sticker to wear while at school. Parents are allowed to participate in child center activities during the day but only with an Approved background check on file. Background forms are available at the front office.

Open Door Policy: Parents may visit without notice to check on their child or to share the day.

MINIMUM STANDARDS:

The minimum standard of operations is available for the front desk for your review. Or its Available online at www.dfps.com

HOLIDAYS

CP Prep School observes many of the same days of operation as the Mesquite ISD; a calendar is given out at the start of each new school year.

Holiday camps are available at the school during summer, winter and spring breaks. Current students have first priority on attendance

BAD WEATHER:

Tornado Warnings: If needed the children will sit in hallway and cover their head with their hands.

In Case Of Severe Weather: CP Prep will observe the same closing and delay schedule as the Mesquite ISD.

Evacuation Procedures: In case of fire or gas, the children will be walked over to Florence Black Elementary on Newsome Street.

TOYS AND PERSONAL ITEMS

Please do not allow your child to bring toys and personal items from home. They may become lost, forgotten or broken and this saddens everyone.

HEALTH REQUIREMENTS

The student must be current on all immunizations. The school must have a copy of the immunization record on file.

If you have any questions, please speak with your physician regarding the status of your child's shots.

Texas State Law, Article 441gVTCS requires that all children ages 4, 5 and 1st graders be screened for vision and hearing.

Vaccine for the Staff

Staff is not required to be vaccinated

Staff need to have the Child Care Staff Health Assessment completed at their next physical

MEDICATION

A 'Dispense Medicine' form must be filled out.

All medication must be in the original prescription container for use at CP Prep.

CP Prep is unable to dispense any medication that is not in a pharmacy's prescription container (i.e. Tylenol, Motrin and any other over the counter medications).

Any and all medications that are brought to the school must be handed directly from the parent to the teacher. Do not leave any medications in the children's personal bags or coats. This is for the safety of all concerned.

ALLERGIES

If your child has allergies, they need to be clearly documented on the 'Health Requirements' form and the school staff must be verbally informed. This is a double safety check done for the protection of your child. ALL staff is educated on students allergies and notes are posted in the child's classroom and school kitchen

Standard/Universal Precautions gloves will be worn when there is bodily fluid involved, urination, bowel movement, runny nose, blood or vomit.

IN CASE OF ACCIDENT/ILLNESS

CP Prep will take immediate action and will attempt to notify the parent. If the parent is unavailable, attempts will be made to contact the alternate emergency names and numbers. The Director and/or the teacher will be in charge and will make all decisions about the care of the child.

Notarized paper must be on file for the school to administer medical treatment (if needed) in your absence. Please make sure that all phone numbers and contact information are always kept current

SAFETY

A list of safety rules and procedures are posted on each wall inside the classrooms. These procedures are emergency numbers which includes Ambulance, Police, and Fire Department. Texas Child Abuse Hotline, North Texas Poison Center, North Texas Child Care Licensing and Emergency Response Codes. We also have an evacuation plan and posted on the walls as well. CP Prep School is located in a gang free zone.

EMERGENCY PREPAREDNESS PLAN

CALL 911

- Evacuation plan is posted in each classroom.
- Each classroom has an emergency evacuation rope.
- Class attendance is taken daily
- Emergency binder is located in front office equipped with emergency medical forms for each student.
- Relocation site is Florence Black Elementary School – info posted on parent board

CHILDREN'S DISABILITY ACT

CP Prep School does not discriminate against children with disabilities as stated in the "Family Support for Children's Disability Act"

EEOC Statement: We do not discriminate on the basis of race, color, religion, national, origin, sex, age, disability, or any other status protected by the law of regulation. It is our intention that all qualified applicants be given equal opportunity.

Technology: CP Prep School does not use individual computers for each child. The students have access to the laptop connected to the TV to be introduced to technology and the web site will be sent home in the newsletter for parents to use at home.

CHILD ABUSE/NEGLECT REQUIREMENTS

The law requires that anyone having cause to believe that a child's safety or welfare may be threatened due to abuse or neglect must report the case immediately to any state or local law enforcement agency or to "TDPRS".

We do annual training for employees for abuse/neglect. Posters are located on parent info board for an abuse/neglect hotline. Also we provide information on preventing abuse/neglect of children.

Preventing and responding to abuse and neglect of children, including:

- Required annual training for employees
- Methods for increasing employee and parent awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect.
- Methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect

- Strategies for coordination between the center and appropriate community organizations
- Actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention

Procedures:

- Love and Logic recommended to parents on different topics
- Go online to Community Education for MISD and register for parenting classes.
- Also will refer parents to Child Find and other agencies as needed for parental support.
- Call Mesquite Social Services for help with food, paying bills, GED or other questions
- Call Sharing Life for help with food.

Description of abuse:

Physical abuse includes actions such as beating, burning, or punching a child.

Emotional abuse may involve criticizing, insulting, rejecting, or withholding love from a child.

Sexual abuse includes rape, touching or fondling, or involving a child in pornography

Neglect includes failure to provide for a child's basic physical, medical, or emotional needs. Leaving a young child home alone or failing to provide needed medical care may also be considered neglect.

Health and Wellness Check

CP Prep School staff do daily health and wellness on your child when they arrive at school daily.

SCHOOL RULES

Children are asked to follow all rules set by the teachers for their safety and the safety of others.

If a child has difficulty with the rules, a warning will be given the first time. If the behavior continues, a written note will be sent home and/or a phone call will be made to the parent(s). A conference with all concerned is the next step. If the situation does not improve after all of these have been attempted then CP Prep reserves the right to dismiss the child from the program.

EVALUATION

- Evaluations start at age 3 and are done twice a year in December and May
- Portfolio assessments are done on all students starting as infants
- A parent – teacher conference for Early Childhood, Pre-K, and Kindergarten will be held once each year in January unless requested earlier or later by the parent and/or teacher.
- Standardized testing will be administered at the end of every school year starting at age 3. This testing will allow us to know your child's strengths and weaknesses in education and to customize objectives for academic success for each student.

BREAKFAST/LUNCH/SNACK

Breakfast is served between 8:00am to 8:30 am, Lunch is served at 11:30am and pm Snack is served at 2:30pm to 3:00pm.

LUNCH

Lunch is included in you tuition from infants to Transitional Kindergarten. Breakfast is main entrée fruit and milk. Lunches include meat, vegetable, fruit and milk. Lunch menus will be sent home each month. If you choose not to participate in the hot lunch program you must provide a sack lunch for your child. We will not heat up individual home lunches. To keep your child's lunch cold please put a cold pack in your child lunch box. Or if you want your child to have something hot you will need to use a thermos. Snack consists of a small snack and juice. **Sometimes we may need to change certain items on the menu. Changes will be posted on the main menu located on the parent's information board.**

We use USDA food program. The nutritional needs of children are met form the hours they are at school (CACFP guidelines)

Breast Feeding A rocking chair is provided in the infant room for breast feeding. For additional resources and support please visit <http://www.lli.org/resources>

Health and Nutrition information to help your family pack a healthy lunch and give your child healthy food options

If your child comes to school with a non-nutritional lunch with main entree, fruit and vegetable. The school reserves the right to provide your child with a school lunch and charge your account \$3.00

Health and Nutrition Resources

- 1.** <http://www.usda.gov/wps/portal/usda/usdahome>
- 2.** <http://www.choosemyplate.gov/>
- 3.** <http://www.foodpyramid.com/mypyramid/>

Infant Feeding Chart

Parents please update your infants (6weeks to 12 mo.) feeding chat every 30 days. If you need to make changes during the 30 days please take another feeding chart and submit the changes.

Our Program provides info on foods that may cause allergic reactions. Info located on parent board. List of student allergies are posted in the classroom inside the cabinet where the food supplies are kept and in the Kitchen.

Supervision: will be maintained at all times during indoor and outdoor time. Accreditation ratio will apply in the classroom maintaining low student teacher ratios.. Individual differences and abilities will be taken into consideration. Children will be kept away from any hazards and risks.

Volunteers: Before you can begin volunteering you must fill out a criminal history form in the front office and pass a background check takes up to 48 hr. to complete. All volunteers must sign in and out at the front office.

IN-SCHOOL FUN DAYS/PARENT INVOLVEMENT

Family Fun Days: Kid Fish, CiCi's Pizza Night, Halloween Festival, Graduation, etc...

During the school year, we will be scheduling various additional activities! These may include seeing a fireman, policeman or 'animals on wheels'. A Thanksgiving Feast, special December activities and many community outreach opportunities such as the Santa Cop program will fill the school year.

This is an active and involved school and we are always happy when our Parents include themselves in the activities! Keep in touch with the staff for various ways to help or to volunteer. There is always advance notice for all of our special activities.

IN-SCHOOL FIELD TRIPS/Edu-tainment Fee

CP Prep School will provide in-school field trip ex: petting zoo, magic show etc...

Edu-Tainment Fee will be charged in June and July for all in school field trips

PICK-UP AND DROP-OFF TIMES

School opens at 6:30 am and closes at 6:00pm. If student is picked up after 6:00pm there is a \$1.00 dollar per minute charge and must be paid at that time.

ALL DAY CLASS WITH EXTENDED CARE

You are welcome to drop off and pick up at anytime between 6:30pm and 6:00pm

ALL DAY ACADEMIC CLASS

Is from 8:30am to 3:30pm. You have a 15 minute window before and after class for pick up and drop off.

HOW WILL YOUR CHILD GO HOME?

Your child will ONLY be dismissed to the person(s) listed on your enrollment form. A driver's license will be required as identification for release of your child. A phone call or a note giving us permission to release your child is required when a different person will be picking up your child.

ORGANIZED CRIMINAL ACTIVITY

Any parent that engages in any criminal activity within 1000 feet of CP Prep School the police will be notified and the parent's child will be dismissed from school. CP Prep School is considered a gang-free zone, fire arms, weapons, smoking and drugs.

UNSAFE PRODUCTS

This is to give written certification that no unsafe children's products are in use or accessible to children in the child-care center.

NON-DISCRIMINATION

CP Prep School is a license provider and a family based school. CP Prep School will not discriminate in relation to admissions on the basis of ethic, race, creed, color, sex, national background and diverse family structures. CP Prep not discriminate staff or children when enrolling, hiring or termination form program.

Confidentiality of Records: All student records remain confidential and can be viewed by the parents request in the front office

BIRTHDAYS ARE SPECIAL!

Your child may bring cupcakes or cookies for a special treat on their birthday. CP Prep School encourages nutritional snacks as well if this is your choice. Snack needs to be simple so that we can enjoy the treat and maintain our lesson plans for that day. Please, NO party favors, clowns, magicians, etc... save this for your home party.

If your child is having a birthday party away from school, and wishes to pass out invitations at school, he/she must invite their entire class. Only to invite a few will cause hurt feelings.

Thank you for helping all of the kids feel special.

Food brought into the program to be shared among children is commercially prepared or prepared in a commercial kitchen.

PLEASE NO PEANUT PRODUCTS DUE TO ALLERGIES

REFERRAL CREDIT

Word of mouth referral is the best advertisement that our school can receive. If you refer another child to CP Prep School and they enroll in the program, CP Prep will extend a \$50.00 credit off of your next month's tuition.

Please make sure that your friend tells us about your recommendation!

A NOTE FROM THE DIRECTOR

I would like to make CP Preparatory School a warm and inviting environment where children can grow socially, emotionally, physically and cognitively.

I pledge to give each child the best educational program available infants to

Private Kindergarten. You are always welcome to call on me for answers or ideas or to simply share a memory about your child. After all, it is these children which inspire our hearts day after day! Parents may visit the classroom without prior notice as long as a criminal history form is on file.

Your Early Childhood Educator,
Ms. Patterson

RESOURCES AND REFERRALS

CP Prep School is regulated through the Texas Department of Family and Protective Services.

214-951-7902 www.dfps.state.tx.us

CP Prep School is also a part of the NACCRRRA National Association of Child Care Resources and Referral Agencies This is a subsidy program for our Military families.

www.naccrrra.org Scholarships are available

CP Prep School Handbook Policy – All policies are subject to change. Parents will be notified in writing with a minimum of 48 hours before change occurs. Please check parent board at School for the latest news, minimum standards, licensing inspection reports, how to contact local licensing office, DFPS website, child abuse hotline

972-222-7808 school 214-577-4368 cell

603 S. Bryan-Beltline Rd.

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