

Philosophy & Goals

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

At Heavenly Christian Academy, we believe every child deserves to feel **loved, valued, and confident**. Guided by faith, we nurture the whole child—**spiritually, emotionally, socially, and intellectually**—through a balance of learning, love, and positive discipline.

Our classrooms are filled with affirmations such as *“I am smart. I am loved. I am blessed. I am confident. I will succeed.”* These reminders help children build strong self-esteem, resilience, and a joy for learning.

We focus on teaching responsibility, independence, and respect while encouraging each child’s unique talents. With a Christ-centered foundation and evidence-based curriculum, we prepare children for a lifetime of learning, faith, and success.

Mission Statement

Our mission at Heavenly Christian Academy is to create a **faith-filled, nurturing environment** where children feel loved, valued, and inspired to reach their fullest potential. We are committed to developing the ****whole child—spiritually, emotionally, socially, and intellectually—****through hands-on learning, positive affirmations, and character-building experiences.

By partnering with families and trusting in God’s guidance, we prepare each child to grow with **confidence, compassion, and a lifelong love for learning**.



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ANIMALS

We love to bring nature into our classrooms! Many science centers feature small live animals such as fish, hamsters, or guinea pigs. Children may help prepare food and water, but for safety, only staff handle the animals. Cages are cleaned by staff, and animals are regularly checked by local veterinarians. Please notify us of any allergies your child may have.

ARRIVAL

To ensure a smooth start, please sign your child in at the front desk and walk them to their classroom. Drop-off is required by 9:30 AM (DISD Pre-K by 8:00 AM). If you arrive late, a doctor's note will be needed. We appreciate your help in keeping our routines consistent for all children.

ATTENDANCE & ABSENCE POLICY

We understand that sometimes children need to be away. Please let us know by 9:00 AM if your child will be absent. Our policy does not allow make-up days or tuition adjustments for absences, vacations, or holidays, as this helps us maintain a consistent learning environment. DISD Pre-K families, please provide a written excuse for any absence.

BAGS

To keep our classrooms safe and organized, children ages 3 months–5 years should bring daily supplies (like extra clothes or diapers) in disposable bags, not backpacks or diaper bags. School-age children may bring clear backpacks. Thank you for helping us create a tidy, welcoming space!

BREASTFEEDING

We are proud to support breastfeeding families! Mothers are welcome to breastfeed at the center. We offer a cozy rocker chair in the infant room and a private therapy room upon request. Please let us know if you have any special needs—we want you and your child to feel comfortable and supported.

BITING

We know biting can be a normal part of early childhood as children learn to express themselves. Our caring staff will comfort the child who was bitten, gently redirect the child who bit, and encourage positive communication. For privacy, we do not share the names of children involved. If you have concerns, we're here to work with you!

CAR SEATS & STROLLERS

Your child's safety is our top priority. For this reason, car seats and strollers should not be left at the center. Please plan for safe transportation each day. If you need assistance, our team is happy to help.

CHOKING HAZARDS

To keep everyone safe, we ask that you avoid sending small items such as coins, beads, or removable hair accessories. Thank you for helping us create a secure environment where every child can play and learn safely!

COMMUNICATIONS

We believe open communication is key. We connect with you daily at drop-off and pick-up, and share updates through ClassDojo, newsletters, and our parent boards. We respond to emails the same day (before noon) or by the next business day. Your involvement helps us create the best experience for your child!

CONFERENCES

We value your partnership and offer quarterly conferences to discuss your child's progress, celebrate successes, and set goals together. DISD Pre-K teachers also hold conferences. If you'd like to meet outside scheduled times, just let us know—we're always happy to connect!

CURRICULUM & GOALS

We're committed to nurturing every aspect of your child's growth. Our curriculum blends Scholastics, Frog Street, and Kids of Integrity, with activities like center time, story time, outdoor play, lessons, field trips, music, games, and art. Each day is designed to inspire creativity, curiosity, and a love of learning in a joyful, faith-filled environment.

DEVELOPMENTAL MILESTONES

We use Frog Street assessments for ages 3 months–35 months and conduct DISD Pre-K assessments quarterly. Results are shared at conferences and help us support your child's unique learning journey.

ETHICS & PROFESSIONAL CONDUCT

At Heavenly Christian Academy, we believe our work with children and families is a sacred trust. Each staff member is expected to model integrity, kindness, and professionalism in every interaction—with children, families, co-workers, and the community.

Our ethical standards are guided by both **Christian values** and **the Texas Early Childhood Professional Code of Ethics**. All staff members agree to uphold the following principles:

- **Respect and Dignity:** Treat every child and family with kindness, patience, and respect, honoring their culture, beliefs, and individuality.
- **Confidentiality:** Protect the privacy of children and families by sharing information only with authorized persons or agencies as required by law.
- **Integrity:** Maintain honesty, fairness, and accountability in all actions and communication.

- **Professionalism:** Present a positive image of Heavenly Christian Academy through appearance, language, and behavior at all times.
- **Safety and Supervision:** Ensure the physical and emotional safety of every child through constant supervision, adherence to policies, and appropriate boundaries.
- **Continuous Growth:** Participate in professional development, seek feedback, and strive for excellence in early childhood education practices.
- **Faith and Compassion:** Reflect God's love in daily work by being patient, humble, and understanding toward all children and families.

Violations of ethical or professional standards are taken seriously and may result in retraining, corrective action, or termination. Our goal is to maintain a Christ-centered environment where families feel safe, respected, and supported every day.

CHILD PROGRESS MONITORING & FAMILY COMMUNICATION

Your child's growth is carefully observed and documented throughout the year. Teachers use developmental checklists and assessments to guide instruction and support individual needs. Families receive written progress reports three times per year, along with opportunities for parent-teacher conferences. If you'd like to meet more often, just ask—we're here for you!

POSITIVE TEACHER-CHILD INTERACTIONS

At Heavenly Christian Academy, we believe that every child deserves to feel respected, heard, and supported. Our teachers model kindness, patience, and self-control, using calm voices and gentle guidance. Children are encouraged to make choices, express their feelings with words, and solve problems respectfully. We know that positive interactions build trust and help children develop confidence, independence, and strong social skills.

GRIEVANCE PROCEDURE AND PARENT CONCERNS

At Heavenly Christian Academy, we value open communication and believe most concerns can be resolved quickly through honest and respectful conversation.

If a parent or guardian has a concern about classroom practices, staff interactions, or center policies, we encourage the following steps:

1. **Discuss the concern directly** with your child's teacher to seek understanding or clarification.
2. If the concern is not resolved, **schedule a meeting with the Director** for further discussion and support.
3. Should the concern remain unresolved, parents may contact the **Texas Department of Family and Protective Services (DFPS) Child Care Licensing Office** at **214-951-7902** or the **Texas Abuse & Neglect Hotline** at **1-800-252-5400**.

We are committed to working together with families to find solutions that support our children's safety, happiness, and well-being.

GUIDANCE AND DISCIPLINE PHILOSOPHY

At Heavenly Christian Academy, we believe that every child learns best in an environment built on **love, respect, and understanding**. Our goal is not to punish, but to teach — helping children build the self-control, confidence, and social skills they need to thrive.

Our Approach

We use **positive discipline** methods that guide children toward making good choices. These methods are designed to support emotional growth, build self-esteem, and strengthen independence through:

- Individualized guidance and support for each child
- Clear, age-appropriate expectations and routines
- Encouragement, praise, and positive reinforcement
- Gentle redirection and opportunities to make better choices
- Positive reminders and calm conversations about behavior
- Short, supervised calm-down or reflection time (approximately one minute per year of age) — used only when needed to help a child regain self-control

Our Commitment

We never use harsh, cruel, or humiliating forms of discipline. The following are strictly **prohibited**:

- Physical punishment or threats
- Punishment involving food, naps, or toilet training
- Pinching, shaking, or biting
- Hitting, spanking, or striking in any form
- Yelling, ridicule, or humiliation
- Harsh or abusive language
- Locking a child in any room or restricting movement
- Requiring silence or stillness for extended periods

Working Together

We value strong communication with families. Parents are asked to review and sign our “**Addressing Challenging Behavior Policy**” to ensure consistency between home and school. Together, we help children learn responsibility, empathy, and respect — one positive choice at a time.

We understand that learning self-control and positive behavior is a journey for every child. Our approach to discipline is rooted in love, respect, and guidance. We use positive reinforcement, gentle redirection, and clear expectations to help children make good choices. If a child needs extra support, they may spend a short time in our classroom's "safe place" to calm down and reflect, always under caring supervision.

If biting or very aggressive behavior occurs, we will partner with families to find solutions. In rare cases, a child may need to stay home for up to three days to ensure everyone's safety. For persistent challenges, we follow our "Addressing Challenging Behavior" policy and work closely with families before considering other care arrangements.

We appreciate your support and communication—together, we create a nurturing environment for all!

DRESS CODE

We want every child to feel comfortable and ready to play and learn! Children over 12 months should arrive fully dressed—pajamas are for home. For safety, children who can walk must wear sneakers (no open-toed shoes or cowboy boots, please). We do not dress children at the center, so please bring them in clean and dressed for the day.

DISD Pre-K students (ages 3–5) are required to wear a uniform: a red, white, or navy collared top, khaki or navy bottoms, and sneakers. Children not in uniform will be charged a daily fee. If you need help obtaining uniform clothes, please see the Director.

All children ages 0–5 must keep a change of clothes at the center. The center does not provide extra clothes. If your child has an accident and no change of clothes is available, we'll ask you to pick them up.

If you choose jewelry for your child, please remember we are not responsible for lost or broken items, and some jewelry may pose a choking hazard.

DROP-OFF PROCEDURES

To ensure a smooth and safe start to each day, please walk your child to their classroom and make sure they are with their teacher before leaving. We ask that you never leave your child unattended. Please help your child wash their hands upon arrival and departure to keep everyone healthy.

EMERGENCY PREPAREDNESS

Your child's safety is our highest priority. Our emergency preparedness plan is available in the front office and at the Director's desk. It outlines the types of emergencies we may face and how we respond. Parents are welcome to review the plan at any time. For DISD Pre-K students, we follow the DISD emergency plan for drills and procedures.

ENROLLMENT & ADMISSION

We welcome all children and families, regardless of race, color, national origin, sex, religion, or disability. Each child is admitted on a two-week trial basis to ensure the program is a good fit for everyone. All children must be current on immunizations and have a health statement on file. Enrollment forms must be completed before your child's first day.

FAMILY PARTICIPATION

We love when families are involved! Parent volunteers are always welcome, and we encourage you to join our PTO Club. By volunteering five hours per year, you can even waive the annual registration fee. Your participation helps us create a vibrant, connected school community.

FIELD TRIPS

Field trips are fun learning experiences for everyone! Parents must sign a permission slip for each trip, and children must wear their HCA T-shirt. Parents are encouraged to join us on trips to share in the adventure.

GANG-FREE ZONE

For the safety of all, our center and the area within 1,000 feet are designated as a gang-free zone under Texas law. This helps ensure a secure environment for every child.

HEARING AND VISION SCREENING

Children age four and older, or who turn four by September 1, will be screened for vision and hearing before the first semester. Screenings are done on site by a certified screener, unless you provide proof of screening results.

HEALTH & HEALTH CHECKS

If your child is ill (fever, diarrhea, vomiting, runny nose, skin sores, or other signs of illness), we will contact you and provide a resting cot until you arrive. Please keep your child at home until symptoms have passed and they are no longer contagious. Your cooperation helps keep everyone healthy!

The state requires parents to inform us of any communicable diseases.

HOLIDAYS & HOURS

We are open year-round, Monday through Friday, 6:00 AM to 6:00 PM. We close for major holidays, including New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (and the day after), Christmas Eve, and Christmas Day.

LATE PICK-UP POLICY

We understand that delays can happen. The center closes at 6:00 PM, with a five-minute grace period. After 6:05 PM, a late fee of \$1 per minute per child applies. After 6:45 PM, Child Protective Services will be contacted. Please pay late fees the next day to continue enrollment.

HYGIENE

We believe that healthy habits start at home and are essential for your child's well-being and confidence. While we do not brush teeth at the center, we strongly encourage families to help children brush their teeth every morning and evening at home. Good oral hygiene helps prevent cavities and keeps little smiles bright!

We also encourage daily bathing. Bathing every day helps children feel fresh, comfortable, and ready to learn and play. It's a wonderful opportunity to teach self-care skills and reinforce the importance of cleanliness. Clean hands, faces, and bodies help prevent the spread of germs and keep everyone at school healthy.

Thank you for supporting your child in building healthy routines that will last a lifetime!

INCIDENT AND ACCIDENT REPORTS

Your child's safety is our top priority. If your child is ever involved in an incident or accident at the center, our staff will complete a clear, detailed report. You'll be asked to review and sign the report at pick-up, and you'll receive a copy for your records. The original stays in your child's file. We're always available to discuss any questions or concerns you may have.

INCLEMENT WEATHER POLICY

The safety of our families and staff comes first. In the event of bad weather, Heavenly Christian Academy follows the Dallas ISD schedule. If DISD is closed, we are closed. If DISD opens late, we open late as well. We'll notify you promptly through ClassDojo, ProCare app, email, or local news outlets.

INCLUSION & INDIVIDUAL SUPPORT PLANS

Heavenly Christian Academy welcomes children of all abilities. We partner with families and healthcare professionals to create **individual care or learning plans** when needed. Our teachers are trained to adapt classroom routines, activities, and guidance methods to meet each child's developmental, emotional, or physical needs.

Every child is valued, respected, and included in our daily activities, ensuring that all children experience belonging and success.

INFANT SAFE SLEEP

We are committed to safe sleep practices for all infants. Babies are placed on their backs to sleep in a crib free of blankets, pillows, or stuffed animals. Sleep sacks are permitted, but pacifiers must not have attachments. Cribs are checked regularly for safety, and staff visually monitor sleeping infants every 15 minutes. Our team receives annual training on safe sleep to ensure your child's well-being.

IMMUNIZATION REQUIREMENTS

To keep our center healthy, all children must be up-to-date on immunizations. Please provide a copy of your child's immunization record at enrollment and update us as needed. If your family has a state-approved exemption, please submit documentation according to Texas requirements.

LICENSING

Heavenly Christian Academy is fully licensed by the State of Texas. You are welcome to view our licensing standards and our most recent inspection report, which is always posted on the parent board in the hallway. We're proud to meet and exceed state requirements for quality and safety!

MEALS AND NUTRITION

We believe that good nutrition fuels healthy bodies and minds! We provide balanced meals and snacks for children ages 0–5, including breakfast (7:45–9:00 AM), lunch (11:00 AM–12:00 PM), and an afternoon snack (2:30–3:45 PM). School-age children riding the bus receive breakfast from 6:15–7:00 AM.

If your child arrives after breakfast or lunch, please feed them before coming to the center. Outside food is not allowed, except store-bought or packaged treats for special occasions. If your child has special dietary needs, please provide a doctor's note so we can accommodate them.

Thank you for helping us create a healthy, happy environment for all our children!

MEDICAL EMERGENCIES

Your child's safety is always our first concern. In the event of a medical emergency, our staff will:

Provide first aid as needed.

Call 911 if necessary.

Contact you immediately.

If you cannot be reached, we will call your emergency contact.

If needed, a staff member will accompany your child to the hospital until you arrive.

We are committed to keeping you informed and your child safe at all times.

MEDICATIONS

If your child needs medication during the day, please bring it in the original container labeled with your child's name, the physician's name, and clear instructions. All medications must be signed in at the front desk, and parents must complete an Authorization for Medication form. Over-the-counter medications require a doctor's note. Medications are stored safely out of children's reach.

For children with allergies, asthma, or other medical needs, parents must provide a **written health or allergy action plan** from the child's healthcare provider.

These plans:

- Are reviewed with staff at enrollment and updated annually.
- Are posted discreetly in the classroom and kitchen for staff awareness.
- Include clear instructions for prevention, medication, and emergency response.

We work closely with families to ensure all staff understand and follow each child's health plan for safety and peace of mind.

CONFIDENTIALITY POLICY

All information shared with Heavenly Christian Academy—such as enrollment forms, medical records, or family details—is kept **strictly confidential**.

Child and family records are only shared with:

- The child's parent or legal guardian,
- Authorized staff members directly involved in the child's care, or
- Licensing or emergency officials as required by law.

We respect your family's privacy and handle all records with care, professionalism, and integrity.

PHOTO, VIDEO & SOCIAL MEDIA CONSENT

Heavenly Christian Academy loves to celebrate our students' achievements! We occasionally share photos or short videos on our **ClassDojo, Facebook, or Instagram** pages to highlight learning activities, events, and school spirit.

Parents will be asked to complete a **Photo & Media Release Form** upon enrollment. No images or videos of your child will be shared publicly without your written consent.

We use social media responsibly to reflect the positive, faith-based values of our school and to keep families connected and informed.

NAPTIME

Rest is an important part of your child's day! Each child has a mat or crib for naptime. Please send a small blanket labeled with your child's name. Bedding is sent home on Fridays to be washed and returned on Mondays. Children are encouraged to rest quietly but are never forced to sleep.

OPEN DOOR POLICY

We value your partnership and want you to feel welcome at any time. Parents are invited to visit the center during operating hours to observe their child. We kindly ask that you help us keep classroom routines undisturbed by limiting the length and frequency of visits.

OUTSIDE TOYS

To keep our classrooms safe and clutter-free, we ask that children do not bring toys from home. The center provides a wide variety of age-appropriate toys and learning materials for everyone to enjoy.

PARENT ACCOMMODATIONS & FAMILY SUPPORT

At Heavenly Christian Academy, we value every family as a vital part of our school community. We believe that when parents and educators work together in love and understanding, children thrive.

We are committed to maintaining open, consistent communication and ensuring that all parents and guardians have equal access to participation and support within our program.

Our accommodation includes:

- **Bilingual staff and translated materials** to promote clear and respectful communication
- **Flexible meeting times** to support working families
- **Reasonable accommodation** for parents with disabilities or unique needs
- **Referrals and community resources** for families who may need additional assistance or support

To keep families informed and connected, we use several communication tools:

- **ClassDojo** for classroom updates, announcements, and individual communication
- **Facebook and Instagram** for school-wide highlights, photos, and important reminders
- **Email and text alerts** for direct communication and urgent updates

We encourage parents to stay connected through these platforms and share any special circumstances or requests directly with the Director. Together, we can ensure that every family feels seen, heard, and supported as part of our Heavenly Christian Academy family.

PARENT ENGAGEMENT

We believe in working closely with families to help every child thrive! We offer an open-door policy, encourage parents to volunteer (five hours per year waives the registration fee), and keep you connected through our PTO Club and ClassDojo. Quarterly parent-teacher conferences and regular newsletters keep you informed and involved.

PARENTAL EDUCATION & NOTIFICATIONS

We provide helpful resources on child development and parenting topics. You'll receive notices about upcoming events, policy changes, and important information through newsletters, ClassDojo, email, and postings on the parent board. If your child is injured, needs to be excluded for illness, or if there's an emergency, we will contact you right away.

PARENTAL RIGHTS

As a parent or guardian, you have the right to:

Visit and observe the center at any time during operating hours.

Review publicly accessible facility records.

Receive inspection reports and learn how to access them.

Review our minimum standards and most recent licensing inspection.

Address concerns with the Director or, if needed, contact the local licensing office.

CULTURAL & LINGUISTIC RESPONSIVENESS (TRS ENHANCEMENT)

We celebrate and respect the diverse cultures, languages, and traditions of our families. Our classrooms include books, songs, and learning materials that reflect a variety of backgrounds. Teachers encourage children to share their home traditions and languages, fostering pride and belonging. Our bilingual classrooms support children's home language while building English proficiency, making every child feel valued and connected.

PERSONAL BELONGINGS

Please label all personal items with your child's name. Each child has a cubby for storage. While we do our best to keep items safe, the center is not responsible for lost or damaged belongings.

PHYSICAL ACTIVITIES

Children enjoy indoor and outdoor physical activities every day, including running, jumping, climbing, dancing, and organized games. Outdoor play is scheduled twice daily, weather permitting. Please dress your child appropriately for the weather so they can enjoy every opportunity to move and play!

PICK UP PROCEDURES

For your child's safety, only individuals authorized in writing by the parent may pick up your child. Photo identification is required. If someone not listed on your enrollment form will pick up your child, please notify us in writing. We do not release children to anyone under the age of 18.

PREVENTING ABUSE & NEGLECT OF CHILDREN

All staff are trained annually to recognize and prevent child abuse and neglect. We are required by law to report any suspicions to the Texas Department of Family and Protective Services. If you have concerns, you may call the Abuse Hotline at 1-800-252-5400.

RELEASE OF CHILDREN

Children are released only to parents or authorized individuals. Please provide written notice of any changes to your authorized pick-up list.

SEPARATION ISSUES

We understand that saying goodbye can be hard for some children. Our caring staff will support your child with compassion and patience during transitions. We encourage parents to reassure children and say goodbye before leaving, helping them build trust and confidence.

SCHOOL AGE / BEFORE & AFTER SCHOOL CARE

We offer before and after school care for children up to age 12, including transportation to and from local schools. Our program provides homework help, enrichment activities, and a safe, supportive place for your child.

SCREEN TIME POLICY

We believe in active, hands-on learning! Infants and toddlers do not participate in screen time. Preschoolers may have limited, age-appropriate educational screen time (no more than 30 minutes per week). School-age children may have limited screen time for educational purposes or special events.

SECURITY

The center is equipped with security cameras in classrooms and common areas. The front door remains locked during operating hours, and parents and authorized individuals must use the designated entry system. Your child's safety is always our priority.

SPECIAL CARE NEEDS

Children with special care needs are warmly welcomed. We work with parents and healthcare providers to develop individual care plans. Staff receive training as needed to ensure every child's needs are met.

SPECIAL OCCASIONS & BIRTHDAY PARTIES

We love to celebrate! Parents may bring store-bought treats for birthdays or special occasions—please coordinate with your child's teacher in advance. Home-prepared foods are not allowed.

STAFF QUALIFICATIONS & TRAINING

Our teachers and staff are chosen for their love of children, professionalism, and dedication to early childhood education. Each staff member completes a minimum of 30 hours of professional development annually, covering child development, curriculum, health and safety, and TRS-approved topics. Many hold college degrees or CDA credentials, and several are working toward advanced certifications.

Ongoing training ensures our team stays current with best practices and is fully prepared to provide a safe, nurturing, and engaging environment for your child.

SUNSCREEN

To protect your child during outdoor play, please provide sunscreen labeled with your child's name. Sunscreen must be in the original container and not expired. Staff will apply sunscreen to children under age 5 with your permission; children ages 6 and older may apply it themselves under supervision.

SUGGESTIONS AND CONCERNS

Your feedback matters to us! If you have suggestions or concerns about our policies or procedures, please contact the Director directly. Each year, we invite parents to complete a survey, and a suggestion box is available in the front office. We are always looking for ways to grow and improve—thank you for partnering with us!

SUSPENSION POLICY

Our goal is to provide a safe, nurturing environment for everyone. In rare cases of aggressive behavior, repeated biting, or other serious issues that threaten safety, a child may be suspended for 1–3 days, depending on the situation. Parents will receive written notice with the reason for suspension. We will work closely with you to support your child's positive development.

TRANSPORTATION

We offer transportation to and from local schools for school-age children. For everyone's safety, children must follow all safety rules and wear seat belts at all times while riding in our van or bus. If your child will not be riding the bus on a scheduled day, please let us know.

TUITION AND FEES

We strive to make tuition and fees clear and manageable for families.

Registration Fee: \$50 per child / \$85 for two children / \$100 for three or more (annual, non-refundable)

Supply Fee: \$25 (ages 2 months–4 years) / \$15 (ages 5–12), charged quarterly

Tuition: Due weekly in advance. A \$20 late fee applies after Tuesday.

Parents are responsible for keeping tuition current, even if a child is absent. Five volunteer hours per year waives the registration fee.

UPDATING PARENT INFORMATION

To keep your child safe, please notify us immediately if your address, phone number, emergency contacts, or authorized pick-up persons change.

VACCINE-PREVENTABLE DISEASES

All staff are encouraged to receive recommended vaccinations, including influenza, pertussis, and measles, to help protect our school community.

WATER ACTIVITIES

During summer months, children may participate in water activities with written parent permission. All water activities are closely supervised to ensure safety.

WEAPONS

Weapons are strictly prohibited on school property. Anyone found with a weapon will be asked to leave immediately, and law enforcement may be contacted to ensure the safety of our community.

WITHDRAWALS

If you plan to withdraw your child, please provide at least two weeks' written notice. Tuition is due for the two-week notice period, whether or not your child attends. This helps us plan for staffing and enrollment needs.

CONTACT INFORMATION

If you have any questions or need to reach us, please contact:

Phone: 972-681-7545

Email: heavenlychristianacademy@yahoo.com

Website: www.heavenlychristianacademy.org

Local Licensing Office: 214-951-7902

Texas Abuse & Neglect Hotline: 1-800-252-5400

DFPS Minimum Standards: www.dfps.texas.gov/child_care/

Closing

Thank you for choosing Heavenly Christian Academy. We are honored to be a part of your child's early years and look forward to partnering with your family. If you have questions, need support, or want to get involved, our doors are always open. Together, we can nurture your child's growth, joy, and success!

Parent Handbook Acknowledgment Form

Heavenly Christian Academy Parent Handbook Acknowledgment

I acknowledge that I have received, read, and understand the policies outlined in the *Heavenly Christian Academy Parent Handbook 2026*. I agree to follow all guidelines and procedures while my child is enrolled at the center.

I understand that this handbook may be updated as needed to reflect changes in licensing regulations or school policies, and that I will be notified of any updates.

Child's Name: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____

The following index demonstrates how Heavenly Christian Academy meets **Texas Rising Star** standards through our philosophy, daily practices, and family partnerships.

Category 1: Director & Staff Qualifications and Training

TRS Standard	Location in Handbook	Page
Director and staff qualifications and credentials	<i>Staff Qualifications & Training</i>	16
Annual professional development (30+ hours, TRS topics)	<i>Staff Qualifications & Training</i>	16
Staff supervision, mentoring, and modeling professional ethics	<i>Ethics & Professional Conduct; Staff Qualifications & Training</i>	6, 16
Substitute and volunteer orientation	<i>Family Participation; Parent Engagement</i>	14

Category 2: Teacher–Child Interactions

TRS Standard	Location in Handbook	Page
Positive and responsive teacher–child interactions	<i>Guidance & Discipline Philosophy</i>	8
Encouragement of self-regulation and problem solving	<i>Guidance & Discipline Philosophy</i>	8
Cultural and linguistic respect in communication	<i>Parent Accommodations & Family Support</i>	14
Consistent classroom management promoting trust	<i>Positive Teacher–Child Interactions (within Guidance & Discipline)</i>	8

Category 3: Program Administration

TRS Standard	Location in Handbook	Page
Clear mission, philosophy, and goals	<i>Philosophy & Goals; Mission Statement</i>	1
Family communication and participation	<i>Parent Engagement; Parent Accommodations</i>	14
Parent grievance or concern procedures	<i>Suggestions & Concerns</i>	17
Inclusive and equitable enrollment practices	<i>Enrollment & Admission; Parent Accommodations & Family Support</i>	6, 14
Confidentiality of records	<i>Confidentiality Policy</i>	13
Professional ethics and integrity	<i>Ethics & Professional Conduct</i>	6

Category 4: Indoor & Outdoor Environments

TRS Standard	Location in Handbook	Page
Safe, clean, and developmentally appropriate environments	<i>Health & Health Checks</i>	10
Daily indoor/outdoor physical activity	<i>Physical Activities</i>	15
Outdoor safety, sunscreen, and supervision	<i>Sunscreen</i>	17
Emergency and evacuation procedures	<i>Emergency Preparedness; Licensing</i>	12

Category 5: Curriculum, Instruction, & Progress Monitoring

TRS Standard	Location in Handbook	Page
Evidence-based curriculum (Frog Street, Scholastics)	<i>Curriculum & Goals</i>	6
Ongoing child progress assessments	<i>Curriculum & Goals</i>	6
Parent–teacher conferences	<i>Parent Engagement</i>	14
Individualized learning and inclusion	<i>Parent Accommodations & Family Support</i>	14
Developmental milestones	<i>Curriculum & Goals</i>	6

Category 6: Nutrition, Health, and Safety

TRS Standard	Location in Handbook	Page
CACFP/USDA participation and balanced meals	<i>Meals & Nutrition</i>	12
Health, hygiene, and illness policy	<i>Health & Health Checks</i>	10
Infant safe-sleep policy	<i>Health & Health Checks</i>	10
Medication and allergy management	<i>Medications</i>	13
Medical emergencies and first aid	<i>Licensing; Health & Health Checks</i>	10–12
Safe arrival, dismissal, and transportation	<i>Transportation; Tuition & Fees</i>	17

Category 7: Family Engagement & Community Partnerships

TRS Standard	Location in Handbook	Page
Family communication and involvement	<i>Parent Engagement</i>	14
Bilingual communication and cultural inclusion	<i>Parent Accommodations & Family Support</i>	14
ClassDojo, Facebook, Instagram for family contact	<i>Parent Accommodations & Family Support</i>	14
Parent education and resources	<i>Parental Education & Notifications</i>	14
Family feedback and participation	<i>Suggestions & Concerns</i>	17

Category 8: Program Evaluation & Continuous Improvement

TRS Standard	Location in Handbook	Page
Ongoing staff evaluations and improvement planning	<i>Staff Qualifications & Training</i>	16
Family surveys and feedback	<i>Suggestions & Concerns</i>	17
Continuous TRS alignment and reflection	<i>TRS Index (this page); Closing Statement</i>	18–19

Category 9: Administrative & Licensing Standards

TRS Standard	Location in Handbook	Page
Compliance with Texas Minimum Standards	<i>Licensing</i>	12
Parent rights and DFPS contact information	<i>Parental Rights; Contact Information</i>	15, 18
Operating hours, attendance, tuition	<i>Tuition & Fees; Holidays & Hours</i>	17
Record-keeping and confidentiality	<i>Confidentiality Policy</i>	13

CHILD CARE LICENSING (CCL) COMPLIANCE INDEX

This index shows how **Heavenly Christian Academy** meets the **Texas Health and Human Services (HHSC) Minimum Standards** for Licensed Child Care Centers (Title 26, Chapter 746).

1. General Operation

Requirement	Location	Page
Center contact info and hours	<i>Contact Information; Holidays & Hours</i>	18, 17
Admission and enrollment procedures	<i>Enrollment & Admission</i>	6
Parent acknowledgment and rights	<i>Acknowledgment Form; Parental Rights</i>	19, 15
Open-door and visitation policy	<i>Parent Engagement</i>	14

2. Staffing & Qualifications

Requirement	Location	Page
Director qualifications and training	<i>Staff Qualifications & Training</i>	16
Staff ethics and conduct	<i>Ethics & Professional Conduct</i>	6
Supervision and classroom management	<i>Guidance & Discipline Philosophy</i>	8
Background checks (referenced)	<i>Licensing</i>	12

3. Ratios & Supervision

Requirement	Location	Page
Active supervision of children	<i>Guidance & Discipline Philosophy</i>	8
Safe pick-up and release	<i>Transportation</i>	17
Classroom ratios (referenced)	<i>Curriculum & Goals</i>	6

4. Discipline & Guidance

Requirement	Location	Page
Guidance practices (§746.2803)	<i>Guidance & Discipline Philosophy</i>	8
Prohibited discipline methods	<i>Guidance & Discipline Philosophy</i>	8
Parent behavior acknowledgment	<i>Addressing Challenging Behavior Policy</i>	8

5. Health, Safety & Sanitation

6. Emergency Preparedness

Requirement	Location	Page
Written emergency plan and drills	<i>Licensing</i>	12
Medical emergencies and first aid	<i>Health & Health Checks; Licensing</i>	10–12
Security and controlled entry	<i>Parent Accommodations & Family Support</i>	14

7. Nutrition & Food Service

Requirement	Location	Page
CACFP and meal schedules	<i>Meals & Nutrition</i>	12
Outside food and allergies	<i>Meals & Nutrition</i>	12

8. Infant & Toddler Care

Requirement	Location	Page
Safe sleep and crib checks	<i>Health & Health Checks</i>	10
Breastfeeding policy	<i>Meals & Nutrition</i>	12
Sanitation and labeling	<i>Health & Health Checks</i>	10

9. Record Keeping & Confidentiality

Requirement	Location	Page
Enrollment and emergency records	<i>Enrollment & Admission</i>	6
Immunization documentation	<i>Licensing</i>	12
Confidentiality and storage	<i>Confidentiality Policy</i>	13

10. Parent Communication & Rights

Requirement	Location	Page
Parent communication methods	<i>Parent Engagement; Parent Accommodations</i>	14
Parent concern and grievance process	<i>Suggestions & Concerns</i>	17
DFPS contact and inspection info	<i>Licensing; Contact Information</i>	12, 18

