



Parent Handbook 2026-2027

Revised and Edited January 2026



Welcome to West Conroe Academy

Welcome to **West Conroe Academy (WCA)**! We are honored that you have chosen our program for your precious child. Our desire is to provide quality care and education for children and their families within a Christ-centered environment.

Our staff is composed of talented, caring individuals who have been called by God to serve in this ministry. We consider it a privilege to partner with families during these important early years, and we are grateful for the trust you have placed in our church and staff.

Parent Handbook

This Parent Handbook has been designed to help ensure a positive experience for you and your child at WCA. The policies and procedures outlined within support our commitment to providing a safe, nurturing, and well-organized program.

Please review the handbook carefully and keep it available for future reference. The final page must be signed and dated and returned to be placed in your child's file.

Communication & Partnership

We encourage open communication between parents and teachers. Your involvement and support play an important role in your child's success. Should you have questions or concerns at any time, our staff is always available to assist you.

These early years are critical in your child's development, and we consider each and every child a blessing from God.

Thank you for allowing us the opportunity to care for and teach your child. We look forward to a wonderful year together at West Conroe Academy.

Blessings,

Carol Nelson

Director

West Conroe Academy

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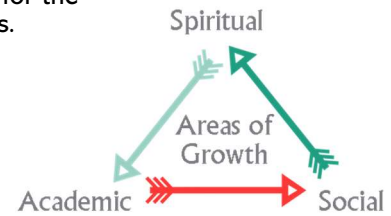
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PURPOSE

- The Academy is a program of West Conroe Baptist Church. Our program is designed too provide a safe, happy, Christian environment constructed on Biblical principles for the cognitive, physical, social, emotional, and spiritual development of preschoolers.
- Growth in a child's life consists of three different areas that are all important – spiritual, academic and social. Our goal at WCA is to help the children in our program grow in all three areas:

Spiritually we want to give them a foundation of faith.
Academically we want to help them develop a love of learning.
Socially we want them to make a commitment to caring.



- We commit to pray for each and every child in our program and support them as they learn and grow to be fully devoted followers of Christ. We are here to give support to not only the children in the program, but to their families as well.

FAMILY/MARRIAGE POLICY

- West Conroe Baptist Church believes the following in regard to family and marriage. Those participating in WCA are expected to adhere to this policy.
- **Family:** God has ordained the family as the foundational institution of human society. It is composed of people related to one another by marriage, blood or adoption.
- **Marriage** is the uniting of one man and one woman in covenant commitment for a lifetime. The husband and wife are of equal worth before God, since both are created in God's image. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation... Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage.
- **We prefer not to become involved in cases of divorce or custody hearings. Should you need counseling, please contact the church office for an appointment: (936) 760-1911.**

CONFIDENTIALITY

- All information concerning individual students and their families received by West Conroe Academy will be kept strictly confidential, except in cases of suspected child abuse, which we are required by law to report.
- If you have any questions or concerns regarding this program description, policies, procedures, or services, please discuss them with the Director immediately. We appreciate the opportunity to serve you and your family and sincerely hope you are pleased with our program.
- The use of social media outlets (including, but not limited to, Facebook and Twitter) to discuss complaints, concerns, or confidential matters related to the Academy are not permitted and may result in dismissal.

DISABILITY STATEMENT

West Conroe Academy (WCA) is a ministry of West Conroe Baptist Church. As a religious organization, WCA is exempt from certain requirements of the Americans with Disabilities Act (ADA). In addition, WCA does not receive federal financial assistance and is therefore not subject to the requirements of Section 504 of the Rehabilitation Act of 1973.

West Conroe Academy is not equipped to provide the specialized care, supervision, or educational services required for students with physical, mental, or emotional disabilities. While we recognize that every child is valuable and deserving of care and respect, WCA is unable to meet the needs of students who require accommodations beyond the scope of our program. Families are encouraged to seek educational settings that are specifically designed to support those needs.

West Conroe Baptist Church offers ministry opportunities for children and adults with special needs through its Discovery Ministry. For additional information, please contact the Church office at (936) 760-1911.

ENROLLMENT/DATES

- Enrollment is available to children **6 months through 5 years of age** and is granted on a first-come, first-served basis, subject to space availability and compliance with enrollment requirements.
- Registration is only valid once all registration paperwork is turned in (completed enrollment packet, shot records, signed parent handbook) with a non-refundable yearly registration fee that varies per class.
- Parents will be notified of any policy change in writing. West Conroe Baptist Church has a racially non-discriminatory policy towards students. West Conroe Baptist Church reserves the right to refuse service to anyone.
- Falsification of enrollment documents or failure to fully disclose enrollment information will be grounds for removal.
- Registration dates for the 2026-2027 school year:
 - **Tuesday, February 3, 2026** ;9:15 am: registration opens for currently enrolled families and church members.
 - **Thursday, February 5, 2026**;10:00 am: registration opens to the public.
- 2026-2027 school year dates:
 - Mondays, Tuesdays, Wednesdays, and Thursdays. School hours are limited to **9:00 am-2:30 pm**.
 - **Tuesday, August 18, 2026 – Thursday, May 20, 2027.**
(Exact start/end dates are subject to change based on the Conroe ISD 2026/2027 academic calendar.)

CLOSINGS/HOLIDAYS

- West Conroe Academy follows the **Conroe Independent School District (CISD) calendar** for holidays and scheduled school breaks.
- The Academy also follows **CISD emergency and severe weather closures**. Families should check local television or radio stations for updates.
- Last-minute closings or delays will also be communicated through the **Remind app** and **Facebook**. Parents must be signed up to receive these notifications.
- In the event that surrounding school districts close and Conroe ISD does not, WCA may still need to close due to staff shortages. Every effort is made to avoid unplanned closures, but safety and staff availability may necessitate a closure.

CLASS PLACEMENT

- West Conroe Academy follows the Conroe ISD state mandated birth date rule for enrollment, which states that children are enrolled based on their age as of September 1 of each school year. For example, a child who turns three on September 2nd would be enrolled in a two-year-old class for that school year. A child who turns three on August 31st would be enrolled in a three-year-old class for that school year.

TUITION/SUPPLIES

- Tuition is reviewed annually. The annual program rate is prorated over the course of 10 months. This monthly rate remains the same over the program year, even in months when children attend more or less than a standard four weeks
- August tuition helps cover teacher training and classroom preparation that take place at the beginning of August. While students do not begin school until mid-August, our staff is actively preparing to ensure a successful and well-organized school year.
- **YOUR TUITION RESERVES A PLACE FOR YOUR CHILD AND DOES NOT CHANGE DUE TO ABSENCES, HOLIDAYS, AND SCHOOL CLOSURES DUE TO BAD WEATHER OR UNFORSEEN CIRCUMSTANCES.**
- Registration Fee is non-refundable.
- Pre-K and Kindergarten may be required to purchase a small amount of school supplies. The school supply list will be distributed at Meet the Teacher.
- ***Registration fees and monthly tuition payment shown below, are subject to change due to projected increased budgeting for the 2026-2027 school year.**

TUITION RATES AND FEES

CLASS SCHEDULE	AGE AS OF 9/1/2026	NON-REFUNDABLE REGISTRATION/ CURRICULUM FEE	FIRST TIME STUDENT PROCESSING FEE	MONTHLY TUITION
2 DAY (M/W or T/TH)	6 MOS-2 YRS	\$200.00	\$25.00	\$250.00
3 DAY (T-TH)	6 MOS-4 YRS	\$225.00	\$25.00	\$350.00
4 DAY (M-TH)	6 MOS-4 YRS	\$250.00	\$25.00	\$445.00
KINDERGARTEN (M-TH)	5 YRS	\$250.00/\$150.00	\$25.00	\$475.00

*A 10% discount will be given on tuition for enrollment of a second child.

*A 5% discount will be given for annual tuition paid in full by August 1st, 2026.

*All discounts apply towards monthly tuition rates only, and not towards registration/processing fees.

TUITION PAYMENT SCHEDULE

1. August tuition due: **August 1, 2026**
2. September tuition due: **September 1, 2026**
3. October tuition due: **October 1, 2026**
4. November tuition due: **November 1, 2026**
5. December tuition due: **December 1, 2026**
6. January tuition due: **January 1, 2027**
7. February tuition due: **February 1, 2027**
8. March tuition due: **March 1, 2027**
9. April tuition due: **April 1, 2027**
10. May tuition due: **May 1, 2027**

MAKING A PAYMENT

- Tuition payments are to be made on the 1st of each month. For example, August Tuition is due August 1st. The tuition will be considered late if not paid by the 15th of each month.
- \$10 late penalty fees will be added to accounts that still have an outstanding balance on the 25th of each month.
- If payment is not received by the 1st of the next month your child's enrollment will be offered to the next child on our waiting list. Please contact the director via email @ carol.nelson@wcbc.us if extenuating circumstances arise which cause your tuition to be late.
- **The only payment forms accepted are cash, check or money order.**
Credit cards payments can be made online @ www.wcbc.us/wcacademy
- A \$25 penalty will be charged for all returned checks.
- If two NSF checks are returned to the church, you will be required to pay by cash or certified funds.

TRIAL PERIOD

- A trial period begins on the first day of a child's attendance each school year. The trial period consists of eight (8) scheduled days of attendance (four weeks for a two-day schedule or two weeks for a four-day schedule). This period allows WCA to observe the child's adjustment to the program, routines, and group care setting.
- If a child's behavior, emotional adjustment, or comfort level consistently interferes with the child's ability to participate safely and appropriately in classroom activities, or interferes with the care and supervision of other children, a parent conference will be scheduled. WCA will work with the family to develop and implement an action plan to support the child's adjustment, as appropriate.
- If, after reasonable efforts during the eight (8) scheduled trial days, the child is unable to adjust to the program or continues to require care beyond what WCA can provide, the Academy may determine that the program is not an appropriate placement for the child and may dismiss the child from enrollment.
- **Registration fees are non-refundable.**

TERMINATION OF ENROLLMENT

- Parents are required to provide a minimum of two (2) weeks' written notice to terminate a child's enrollment. If proper written notice is not provided, tuition for the following month will be due.
- If a child is withdrawn after April 15, the family remains financially responsible for one-half (½) of the tuition for the month of May.
- West Conroe Academy reserves the right to terminate a child's enrollment at any time when it is determined that continued enrollment is not in the best interest of the child, other enrolled children, staff, or the Academy. Such termination may occur without advance notice when circumstances warrant.

DROP OFF/PICK UP

- Staff members use the time between 8:30 and 9:00 a.m. for prayer and preparation for the school day. Children may not be dropped off before 9:00 a.m. Staff will not be available to receive or supervise children prior to that time. Families are asked to respect this time of preparation.
- Parents or authorized adults must walk children into the building and sign them in daily on the classroom sign-in sheet. Parents must ensure that current emergency contact information, including a phone number where a parent or guardian can be reached at all times during the day, is on file.
- In cases of divorce or separation, WCA is required to release a child to either parent unless a current court order or custody agreement stating otherwise is on file. Parents must notify the Director of any custody restrictions. If a dispute arises at pick-up, WCA will contact local law enforcement for assistance.
- If a restraining or protective order has been issued on a child's behalf, written documentation showing that the order has been served must be provided to WCA before the Academy can enforce it. Orders must be on file at least seven (7) days prior to the child's return to WCA. Enrollment records must be updated in writing to reflect any changes in authorized pick-up.
- Any person who appears to be under the influence of drugs or alcohol will not be permitted to pick up a child. Local law enforcement will be contacted if necessary to ensure the safety of the child.
- Parents must provide, in writing, the names of individuals authorized to pick up their child. A valid photo ID will be required for anyone picking up a child until staff are familiar with that individual.
- Children must be picked up promptly at 2:30 p.m. A late pick-up fee of \$25 will be charged beginning at 2:40 p.m. for any child not yet picked up, with an additional charge of \$1 per minute thereafter. Late pick-up fees are assessed per child and are enforced at the discretion of the Director.
- Pick-up and drop-off times are not appropriate times for socializing with other parents or staff, as this creates an unsecured environment. Parents are asked to remain outside the classroom during drop-off and pick-up

OPEN DOOR POLICY

- Parents are welcome to observe their child during program hours. Please be aware that children may have difficulty understanding why a parent leaves again after a visit. In some cases, observation from outside the classroom may be recommended. If a parent enters the classroom, the child is still expected to follow classroom rules and teacher direction.

COMMUNICATION

- Communication is a vital part of a successful partnership between families and West Conroe Academy (WCA). Parents are responsible for reading all information sent home, including the Parent Handbook, monthly newsletters, teacher notes, and other communications sent with the child. If a child is absent, it is the parent's responsibility to obtain any information distributed during the absence. Parents are also encouraged to review information posted on the bulletin board.
- WCA uses the "Remind" communication system to send text and email announcements. To receive text messages, send a text message that says @wcapar to 81010.
- To receive emails, send a blank email (no subject line) to wcparents@mail.remind.com Facebook is another method used to share general information with WCA families.

COMMUNICATION

- You may find us on Facebook at **@WestConroeAcademy**. Social media is not intended for individual concerns or confidential communication.
- The Director is available to answer questions, comments, or concerns regarding the Academy's program. (Appointments are encouraged to ensure availability.)
- Parent, child, teacher, and Director conferences are available as needed and upon request. Please contact the Director to schedule an appointment to discuss questions, concerns, policies, or procedures.

PARKING LOT & CAMPUS SAFETY

To ensure the safety of all children, families, and staff, the following rules must be followed while on the WCA campus and in the church parking lot:

Follow Parking Laws: All city and state parking laws must be observed while on church property.

Fire Lanes: Do not park in fire lanes. The area under the portico in front of the doors is a fire lane and must remain clear at all times. Parking in fire lanes is illegal and unsafe.

Designated Spaces Only:

- Do not double park.
- Do not park in spaces reserved for handicapped individuals unless you have a valid handicap tag.
- Do not park outside designated parking spaces.

Children in Vehicles: Children must **never** be left unattended in a vehicle, even if the vehicle is running. This is against the law.

Drive Carefully: Always watch for children and pedestrians in the parking lot.

Cell Phones: Cell phone use while driving on campus is prohibited. Texas law also prohibits the use of cell phones in school zones.

Safety First: These rules are enforced at all times, including during rainy or adverse weather. Our children's safety is our top priority.

ILLNESS POLICY

To protect the health and safety of all children at West Conroe Academy (WCA), the following policies apply:

When Should Children Stay Home?

- According to the **American Academy of Pediatrics Committee on Control of Infectious Diseases**, children should **not attend school** if they have any of the following:
 - Fever of **100°F or higher** currently or within the past 24 hours (armpit/forehead reading)
 - Vomiting or diarrhea within the past 24 hours
 - Persistent nasal drainage (especially yellow or green)
 - Symptoms of contagious childhood diseases (e.g., mumps, measles, chickenpox, common cold, croup)
 - Sore throat, unexplained rash, skin infection, pink eye, or other eye infections

WCA cannot accept children exhibiting any of these symptoms.

- If a child becomes ill while at WCA, parents or guardians will be contacted to **pick up the child immediately**.
- Prompt pick-up ensures the welfare of the sick child and helps **prevent the spread of illness** to others.

Communicable Diseases

- Parents must **notify the Director** if their child has a communicable disease. This allows WCA to inform other families about symptoms to watch for in their children.
- A **doctor's release** or medical clearance may be required before the child may return to school.

Examples of Communicable Diseases

- Common diseases include: Athlete's Foot, Chickenpox, Common Cold, Diphtheria, Fever, COVID-19, Fifth Disease, German Measles, Viral Hepatitis A & B, Impetigo, Influenza, Meningitis, Measles, Mumps, Oral Herpes (fever blisters), Pink Eye, Pinworms, Polio, Rocky Mountain Spotted Fever, Ringworm, Salmonella, Scabies, Tetanus, Tuberculosis (TB), and Whooping Cough.

Illness Outbreaks

- In the event of an **illness outbreak**, WCA will take all necessary precautions to prevent further spread.
- Temporary closures may be required due to staff shortages or to help contain the illness.

MEDICATION, IMMUNIZATION, & HEALTH

To protect the health and safety of all children, West Conroe Academy (WCA) follows strict policies regarding immunizations, medications, and health records.

Immunizations

- **Up-to-date Requirement:** Children must have current immunizations on file. Failure to maintain immunizations may result in removal from the program.
- **Required Vaccines:** According to Texas law and DFPS regulations, the following vaccines are required for children in daycare:
 - DTaP, IPV, Hib, MMR, HepB, HepA, Varicella, and PCV.
- **Exemptions:** Families who choose not to vaccinate their child must provide a notarized affidavit confirming their decision under a physician's care.

Medications

- **Prescription Medications:** WCA may only administer medications that:
 - Are a personal prescription from a licensed physician.
 - Are in the original container labeled with the child's name, physician's name, pharmacy, prescription number, date, and instructions.
 - Have a signed parental release form on file.
- **Non-Prescription Medications:**
 - Must be in the original container, labeled with the child's name and the date brought to school.
 - Written parental permission is required for each dose.
 - Only the manufacturer's recommended dose will be administered. If the label states "consult a physician" for the child's age/weight, a physician's prescription is required.
- **Administration:** Parents are encouraged to give medications at home whenever possible. Medication will only be administered at school if necessary.

Emergency Treatment Authorization

- Each child must have a completed emergency treatment authorization form on file, including:
 - Physician contact information
 - Parent work and mobile numbers
 - Alternative contacts if parents are unreachable
- In case of accident or sudden illness, staff will immediately contact the parent, child's physician, and/or authorized contacts. In extreme emergencies, the child will be transported to Conroe Regional Hospital Emergency Room.

Sunscreen and Insect Repellent

- Parents may provide sunscreen or insect repellent for their child with a completed permission slip from the office.
- Products must be labeled with the child's first and last name and purchase date.
- Test products at home first to prevent skin reactions.
- All sunscreen and insect repellent will be applied according to manufacturer's instructions and checked in at the office.

Biting Policy

- Biting is a serious safety concern in young children. Staff will work with both the child and the family to address the behavior.
- Repeated biting may result in dismissal from the program to ensure the safety of all children.

Vision and Hearing Screening

- All children age four by September 1 of the school year are required to be screened for vision and hearing.
- If testing has been completed by a physician, parents must provide a copy of the results for WCA records.

Employee Immunization and Health Policy

To help ensure the health and safety of children and staff, West Conroe Academy (WCA) follows the guidelines below regarding employee immunizations and protective measures:

Recommended Vaccinations

- WCA recommends that all staff receive the following vaccines:
 - Influenza – annually
 - Tetanus/Diphtheria/Pertussis (Td/Tdap) – Tdap once, followed by dT booster every 10 years

Non-Discrimination

- No employee will face discrimination, retaliation, or adverse action for choosing to receive or decline recommended immunizations.
- Use of protective medical equipment (such as gloves, masks, and hand sanitizers/cleaners) is not considered retaliatory and is encouraged to protect both employees and children.

Employee Immunization and Health Policy

Protective Measures and Training

- WCA encourages the use of protective medical equipment to prevent exposure to communicable diseases.
- Staff receive annual Bloodborne Pathogen Training to maintain safe practices while caring for children

ABUSE AND NEGLECT OF CHILDREN

Reporting Requirements

- Texas law requires that anyone who suspects child abuse or neglect report it to the proper authorities.
- WCA staff are trained to recognize the signs and symptoms of abuse and neglect, including the different types of abuse. Staff receive annual training on these topics.

Documentation and Cooperation

- All suspected cases of abuse or neglect must be documented and reported immediately.
- WCA is required by law to cooperate with any investigation conducted by child protection authorities.
- Parents will be notified if their child is questioned as part of an investigation.

Reporting Hotline

- Reports of suspected abuse or neglect must be made as soon as possible, but no later than 48 hours.
- Reports are kept confidential.
- If you suspect abuse or neglect but are unsure, call the **Texas Abuse and Neglect Hotline at: 1-800-252-5400**. The hotline can advise you on the appropriate next steps.

Additional Resources

- Parents or staff seeking more information about child abuse prevention, warning signs, or reporting procedures may visit the Academy office for resources and guidance.

SAFE SLEEP POLICY

West Conroe Academy (WCA) follows the American Academy of Pediatrics (AAP) and Consumer Product Safety Commission (CPSC) recommendations to reduce the risk of Sudden Infant Death Syndrome (SIDS) and Sudden Unexpected Infant Death Syndrome (SUIDS).

Sleep Position

- Infants must always be placed on their backs to sleep.
- If an infant requires an alternative sleep position, a completed Infant Sleep Exception Form 2710, signed by the infant's healthcare professional, must be on file.

Crib and Bedding Safety

- Infants must sleep on a firm mattress with a tight-fitting sheet in a crib that meets CPSC federal requirements.
- For infants under 12 months, cribs should be bare except for a mattress and sheet. **Do not use:**
 - Blankets, quilts, comforters
 - Pillows
 - Stuffed animals or soft toys
 - Bumper pads or liners
 - Sleep positioning devices (wedges, pillows, or inclined devices)
- Do not cover the infant's head, face, or crib with any items.

Temperature and Clothing

- Ensure sleep areas are ventilated and at a comfortable temperature for a lightly clothed adult.
- For extra warmth, use sleep clothing such as sleepers or footed pajamas instead of blankets.

Sleep Safety Practices

- Only one infant per crib.
- Pacifiers may be used, but must not be attached to toys, clothing, or other items.
- Infants who fall asleep in restrictive devices (e.g., swings, bouncy seats, or car seats) must be moved to a crib immediately, unless an Infant Sleep Exception Form is on file.
- Staff must actively observe sleeping infants by sight and sound.

Rolling Infants and Tummy Time

- Infants who can **roll back and forth** may sleep in their preferred position after being placed on their back initially.
- **Supervised tummy time** will occur several times daily while infants are awake to promote muscle strength and normal development.

Swaddling

- Swaddling is not allowed for sleep unless an Infant Sleep Exception Form 2710, signed by a healthcare professional, is on file.

Smoke-Free Policy - WCA is a smoke-free campus. Smoking, including e-cigarettes and vaporizers, is prohibited

ITEMS FROM HOME/LABELING

To maintain a safe and organized environment, West Conroe Academy (WCA) has the following policies regarding items children bring from home:

Nap Items

- **Blankets** must be small enough to fit inside your child's backpack and classroom cubby.
- WCA provides licensed-approved nap mats for each child.
 - Nap mats are labeled for each child and disinfected daily.
 - Do not send personal nap mats from home, as we cannot store or sanitize them.

Labeling Personal Items

- All items brought from home must be clearly labeled with the child's first name and last initial.
- This includes:
 - Diaper bags
 - Blankets and nap towels
 - Bottles and cups
 - Lunch kits
 - All clothing (especially coats and sweaters)

Show & Tell Items

- If the teacher requests items for **Show & Tell**, the items will be:
 - Collected and stored by the teacher until the activity
 - Put away safely after the activity to prevent loss or damage

Prohibited Items

- Glass bottles or containers are not allowed in any classroom for any age child.

DRESS CODE

To ensure safety, comfort, and ease of care, West Conroe Academy (WCA) has established the following dress code guidelines for all children:

Appropriate Clothing

- Children should wear comfortable clothes suitable for indoor and outdoor play.
- Cumbersome clothing should be avoided for children who are potty training.
 - Overalls for infants and toddlers should have snap crotches for easier diaper changes.
 - Overalls are not recommended for older children due to restroom difficulties.

Footwear

- **Closed-toe shoes** are required for safety and comfort.
- **Not allowed:** sandals, open-toe shoes, or boots with hard soles or pointed toes.
- Shoes must remain on the child at all times, even during nap.

EXTRA CLOTHING

- Parents must send a daily change of clothes in the child's bag, even if potty trained.
- Underwear or clothing soiled during accidents may be disposed of at the teacher's discretion.

CLOTHING CARE - WCA staff will make every effort to care for children's clothing, but the Academy does not assume responsibility for normal wear and tear, including:

- Paint stains
- Tearing or damage from play
- Dirt or grass stains

SAFETY AND SECURITY

The safety and security of children, staff, and families is a **top priority** at West Conroe Academy (WCA). The following policies are in place to maintain a secure environment:

BUILDING ACCESS

- Entry doors will be locked from 9:20 a.m. to 2:00 p.m. to prevent unauthorized access.
- Do not prop doors open or allow others to follow you inside if you don't know them.
- The open-door policy remains in effect for parents, while maintaining security.

LOCKED AREAS AND SUPERVISION

- Locks will be engaged on:
 - Main WCBC Preschool building entry doors
 - Academy main entry doors
 - Classroom doors

Security cameras are installed throughout the building and monitored by staff during school hours and recorded 24/7.

SAFETY AND SECURITY

CHILD SIGN-IN/SIGN-OUT

- Parents must sign children in and out daily and update the authorized pick-up list as necessary.
- Children must be accompanied by an adult at all times until signed into our care.
- WCA staff will not release a child to anyone without written permission and valid photo ID.

EMERGENCY PREPAREDNESS

- Fire drills are conducted monthly.
- Lockdown and severe weather drills are conducted quarterly while in session.
- Evacuation maps and emergency preparedness plans are located in each classroom next to the door.
- In the event of evacuation requiring re-entry prohibition, parents will be contacted by phone with pick-up instructions and locations.
- A detailed emergency preparedness plan is on file in the WCA office and available for review upon request.

Photography & Privacy

- Parents may take photographs of their own child during events.
- To protect the privacy of other families, do not post photos that include children who are not your own on social media or public platforms.

ACADEMY STAFF

West Conroe Academy (WCA) is committed to providing qualified, trained, and caring staff to support the growth and development of each child.

TRAINING AND PROFESSIONAL DEVELOPMENT

- All staff members are trained and experienced in working with preschool-aged children.
- Staff participate in ongoing professional development, including workshops, conferences, and in-service training specifically designed for early childhood educators.

QUALIFICATIONS AND BACKGROUND CHECKS

- All staff members are required to:
 - Pass a DFPS background check
 - Pass an FBI background check
 - Maintain current First Aid and CPR certification
 - Complete a minimum of 24 hours of training annually, as required by DFPS
- Staff hired without prior childcare experience must complete 24 hours of pre-service training before assuming teaching responsibilities.

BIRTHDAYS, & HOLIDAYS

West Conroe Academy (WCA) values opportunities to celebrate children and build community while maintaining safety and age-appropriate practices.

BIRTHDAY CELEBRATIONS

- Each child's birthday may be celebrated in a simple and age-appropriate manner with prior coordination with the classroom teacher.
- Please keep celebrations simple.
- **FOOD AND SAFETY RESTRICTIONS:**
 - Do not bring treats that are inappropriate for children under three years of age or that pose a choking hazard.
 - Latex balloons are not permitted due to safety concerns.

FOOD FOR CELEBRATIONS

- Any food items brought from home must be approved by the classroom teacher at least one day in advance.
- Parents will be notified in advance of any food being served to their child. Food may not be served without parent notification and approval.

HOLIDAYS AND CLASSROOM PARTIES

- WCA celebrates the following holidays with classroom parties and activities:
 - Thanksgiving
 - Christmas
 - Valentine's Day
 - Easter
- Parents may be invited to assist by providing refreshments or supplies. Sign-up sheets will be posted outside classrooms prior to each event.

SPECIAL EVENTS

SPECIAL PROGRAMS AND ACTIVITIES

- Special programs and activities are planned throughout the year and may include:
 - Thanksgiving Feast
 - Christmas Program
 - Valentine's and Easter parties
 - Theme days (e.g., pajama day, western day)

WATER ACTIVITIES

- Water activities may be offered and will strictly follow all Texas DFPS water safety guidelines. Parents will be notified in advance when water play is scheduled.

GRADUATION AND SPECIAL EVENTS

- Parents of Pre-K and Kindergarten students may be required to purchase graduation gowns, caps, or medals.
- WCA hosts a Christmas program in December and an End-of-Year/Graduation program in May.
- Students who do not attend school on Thursdays are still encouraged and welcome to participate in these programs.

MEALS AND SNACKS

West Conroe Academy (WCA) supports healthy eating habits while recognizing that families are responsible for providing their child's meals and snacks unless otherwise noted.

LUNCHES

- Parents must provide a nutritional lunch daily for their child.
- WCA is not responsible for the nutritional value of lunches or for meeting a child's daily dietary needs.
- Lunches must not require heating or refrigeration and should be ready to eat.
- Teachers will not provide additional food preparation, including cutting food into smaller pieces.

Restricted Items

- **Do not send:**
 - Candy
 - Carbonated drinks
 - Beverages with added sugar

SNACKS

- Parents must provide a daily snack, sent separately from lunch, to be served at snack time.
- Acceptable snack examples include:
 - Goldfish
 - Pretzels
 - Animal crackers
 - Vanilla wafers
 - Cheez-Its

WATER AND HYDRATION

- Water is available to children at snack time, during lunch, and after active play.
- Parents may send a labeled water bottle for daily use.

BREASTFEEDING AND BREAST MILK

- Parents have the right to breastfeed or provide breast milk for their child while in care.
- Comfortable accommodations will be provided upon request.

POTTY TRAINING

West Conroe Academy (WCA) views potty training as an important developmental milestone and works in partnership with families to support children through this process.

TRAINING SUPPORT

- Potty training is strongly encouraged when a child shows readiness, and staff will work with families to support and encourage progress.
- Until a child has been accident-free for a minimum of two consecutive weeks, the child is required to wear pull-ups or leak-proof training pants.

POTTY TRAINING REQUIREMENTS BY AGE GROUP

- Children enrolled in the following classes must be fully potty trained prior to attendance:
 - Three-Year-Old Classes
 - Pre-K Classes
 - Kindergarten Classes

CURRICULUM

West Conroe Academy (WCA) provides a nurturing, developmentally appropriate curriculum designed to support each child's academic, social, emotional, physical, and spiritual growth.

CURRICULUM PHILOSOPHY

- WCA offers an age-appropriate curriculum across multiple content areas that encourages learning through discovery, exploration, and play.
- We believe learning should be engaging and joyful, creating opportunities for children to grow in confidence and curiosity.
- Our Bible curriculum focuses on developing a spiritual foundation and nurturing a relationship with Jesus Christ.

CLASSROOM SCHEDULES AND ACTIVITIES

- Daily schedules and specific classroom activities are planned by the teacher and posted in each classroom.
- Activities are designed to meet developmental needs while maintaining consistency and structure.

INFANT AND TODDLER ENRICHMENT

- Sign language is integrated into Infant and Toddler classrooms to support early communication and language development.

SPECIALS CLASSES

- Specials classes may be offered throughout the year based on staff availability and scheduling.
 - Chapel
 - Music and Movement
 - Science
 - Art
 - Spanish
 - Physical Education (PE)

SCHOOL READINESS: The Pre-Kindergarten and Kindergarten programs are designed to prepare children for the next level of learning,

PROMOTION OF INDOOR AND OUTDOOR PHYSICAL ACTIVITY

West Conroe Academy (WCA) strongly believes in and supports the need for daily physical activity for all children as an essential part of healthy growth and development.

PHILOSOPHY AND BENEFITS

- Daily physical activity provides numerous health benefits, including:
 - Building healthy bones and muscles
 - Improving strength, endurance, and coordination
 - Reducing the risk of chronic disease
 - Improving self-esteem
 - Reducing stress and anxiety
- Physical activity also supports cognitive development and academic readiness, as movement positively affects brain function, motor skills, and learning.

AGE-APPROPRIATE PHYSICAL ACTIVITY

- Infants will be provided daily opportunities for physical activity, including supervised tummy time.
- Toddlers will participate in a minimum of 40 minutes of moderate to vigorous active play each day.
- Preschool and Pre-Kindergarten children will participate in a minimum of 40 minutes of moderate to vigorous active play each day.

DAILY ACTIVITY OPPORTUNITIES

- Active play opportunities may take place indoors or outdoors, depending on weather conditions.
- Each day, children will participate in:
 - Two outdoor active play periods, when weather permits
 - Two or more structured or teacher-led movement activities throughout the day
 - Ongoing opportunities to develop and practice age-appropriate gross motor skills, such as running, climbing, dancing, skipping, and jumping

INDOOR PHYSICAL ACTIVITY

- When weather conditions prohibit outdoor play, physical activities will take place in the Chapel and/or large group room during scheduled outdoor play times.
- Classroom teachers prepare planned indoor movement activities in advance for inclement or extreme weather days.

PROMOTION OF INDOOR AND OUTDOOR PHYSICAL ACTIVITY

CLOTHING AND FOOTWEAR FOR PHYSICAL ACTIVITY

- Children's clothing should:
 - Allow for easy movement (not too loose or too tight)
 - Provide sun protection when outdoors
- Appropriate clothing and footwear include:
 - Gym shoes or other sturdy, supportive footwear
 - Weather-appropriate clothing, such as a lightweight, breathable jacket without hoods or neck strings
- Inappropriate clothing and footwear include:
 - Shoes that may come off during running or climbing or do not provide adequate support
 - Clothing with drawstrings, loops, or features that may catch on playground equipment

WEATHER GUIDELINES

- WCA follows the Childcare Weather Watch guidelines to determine when outdoor play may be limited or prohibited due to extreme weather conditions. <https://www.c-uphd.org/documents/wellness/weatherwatch.pdf>
- These guidelines help ensure children's health and safety while still promoting daily physical activity whenever possible.

SUNDAY SCHOOL & CHURCH ACTIVITIES

West Conroe Academy (WCA) values the partnership between families, the Academy, and the church in supporting the spiritual growth of children.

CHRISTIAN EDUCATION AND WORSHIP

- Parents are encouraged to provide Christian education and regular worship opportunities for their children.
- Families who do not currently have a church home are warmly invited to visit West Conroe Baptist Church, where a welcoming environment and programs for all ages are offered.

CHURCH-SPONSORED ACTIVITIES

- Throughout the year, West Conroe Baptist Church hosts activities and events for the entire family.
- Families are encouraged to participate in any church activities of interest.
- Information about church events may be sent home periodically with your child.

DISCIPLINE

West Conroe Academy (WCA) believes discipline should be loving, consistent, age-appropriate, and instructional, helping children learn self-control, responsibility, and respect for others.

PHILOSOPHY

- WCA plans engaging, developmentally appropriate activities to promote positive behavior.
- When behavioral guidance is needed, staff use positive redirection and guidance to help children make appropriate choices.
- In all discipline matters, we strive to encourage Christ-like behavior.

DISCIPLINE PROCEDURES

Discipline is handled in the following progressive manner:

1. Redirection and Discussion
 - The caregiver/teacher speaks discreetly with the child to review expectations and appropriate behavior.
 - The child is redirected using positive guidance.
2. Time for Reflection
 - If behavior continues, the child may be briefly removed from the group to reflect on their actions.
 - Time spent is limited to one (1) minute per year of the child's age.
3. Administrative Support
 - Continued behavior concerns are referred to the Director or Assistant Director for additional guidance.
 - A parent conference may be requested to develop an action plan.

DISMISSAL FOR ONGOING OR UNSAFE BEHAVIOR

- If behavior is not resolved after the above steps, or if the behavior creates a disruptive, disrespectful, or unsafe environment (including but not limited to hitting, biting, kicking, hurting others, or continual classroom disruption), the child may be dismissed from the program.

PROHIBITED DISCIPLINE PRACTICES

- Corporal punishment is never used.
- Staff will never use discipline that hurts, humiliates, frightens, or shames a child.
- Outdoor play will never be withheld as punishment.
 - A child may sit out briefly while outdoors if necessary, but will never be kept indoors or separated from the class during outdoor play.

DAMAGES

PROPERTY DAMAGE

- Parents are financially responsible for damage to church or Academy property caused by their child or themselves.
- This does not include normal wear and tear or the accidental breakage of small classroom toys.

NAP-MAT REPLACEMENT

- If a child intentionally damages a WCA-provided nap-mat (including tearing or creating holes beyond repair), the family will be charged a \$25 replacement fee.

PROCEDURES FOR HANDLING EMERGENCIES

West Conroe Academy (WCA) maintains written emergency preparedness procedures to ensure the safety of all children and staff in the event of an emergency.

EMERGENCY SUPPLIES

- First Aid Kits are located in:
 - Preschool Administration Office restroom
 - Resource room (on top of the refrigerator)

POSSIBLE AT-RISK SITUATIONS

- Fire
- Natural Disaster
- Terroristic Threat

EMERGENCY NOTIFICATION DUTIES

- The individual who identifies an emergency will immediately sound the alarm and/or notify the appropriate emergency agency (Fire Department, Police Department, or other responders).
 - Waiting for direction is not required if circumstances clearly indicate which agency should be contacted.
-

EVACUATION PROCEDURES

(Fire, Airborne Release, Bomb Threat)

Classroom Staff Responsibilities

- Calmly line up children.
 - Infants and toddlers will be placed in cribs or Bye-Bye Buggies.
 - Take the class sign-in sheet (located outside each classroom door).
 - Account for all children before exiting.
 - Exit using the quickest and safest route (refer to evacuation map).
 - Assemble in the upper west section of Parking Lot C.
 - Recount children upon arrival and check in with the Emergency Coordinator.
 - If re-entry is prohibited, proceed with children to the hilltop Student Ministry Building.
 - Recount children again upon arrival and report to the Emergency Coordinator.
 - If cleared to re-enter, return to the classroom and account for children once more.
-

NATURAL DISASTER EMERGENCY PROCEDURES

(Tornado, Severe or Threatening Weather)

- Instructions will be delivered via messenger announcement.
 - Calmly line up children; infants and toddlers placed in cribs or Bye-Bye Buggies.
 - Take the class sign-in sheet.
 - Account for all children before exiting the classroom.
 - Proceed to the designated interior safe area (see posted map).
 - Recount children upon arrival.
 - Check in with the Emergency Coordinator and remain until cleared.
-

LOCKDOWN PROCEDURES

(Terroristic Threat)

- A messenger announcement will initiate lockdown procedures.
 - Account for all children.
 - Close and lock all doors and windows; cover windows and gaps under doors.
 - Turn off heating and air-conditioning systems.
 - Avoid doors and windows.
 - If harmful gas or vapor is suspected, place a wet cloth over nose and mouth for staff and children.
 - Remain in the secured room until the all-clear announcement is made.
-

Emergency Drills

- **Fire and evacuation drills are conducted at least once every 30 days while in session.**
 - **Severe weather drills are conducted every three months while in session.**
-

DESIGNATED EMERGENCY COORDINATOR DUTIES

EVACUATION (FIRE, AIRBORNE RELEASE, BOMB THREAT)

- Designate someone to call 911 or appropriate emergency services.
- Designate someone to activate the fire alarm, if needed.
- Retrieve cell phone, first aid kit, and emergency information folder.
- Systematically check classrooms and restrooms, ensuring all areas are clear.
- Proceed to Parking Lot C and verify child counts with each teacher.
- If re-entry is allowed, supervise safe return to classrooms.
- If re-entry is prohibited, escort all classes to the Student Ministry Building.
- Verify attendance again and determine if children should be released to parents.
- Assign staff to begin parent notification calls.
- Ensure sign-in/out procedures are maintained during release.

NATURAL DISASTER

- Initiate messenger system.
- Retrieve emergency supplies.
- Verify all classrooms and restrooms are clear.
- Account for children in designated safe areas.
- Remain sheltered until threat has passed.

LOCKDOWN

- Initiate messenger system.
 - Designate emergency services caller.
 - Ensure emergency supplies are available.
 - Secure doors and windows and shut down ventilation systems.
 - Maintain lockdown until all-clear, then notify staff.
-

MEDICAL EMERGENCY PROCEDURES

DESIGNATE STAFF TO:

- Stay with the affected child(ren).
- Call 911 or appropriate medical responders.
- Retrieve AED, oxygen tank, and first aid kit.
- Obtain the child's medical release and emergency information for responders.
- Immediately notify parents.
- Direct emergency personnel to the location.
- Complete and submit incident reports as required.

LICENSING INFORMATION

West Conroe Academy is licensed and regulated by the Texas Health and Human Services Commission (HHSC), Child Care Licensing Division. Our program operates in compliance with the Texas Minimum Standards for Child-Care Centers.

Parents may review our most recent licensing inspection reports upon request or online. Questions or concerns regarding licensing standards may be directed to Texas Child Care Licensing at 1-800-862-5252 or through the HHSC website at www.hhs.texas.gov.

Operation Name: West Conroe Academy
Permit Number: 897428
Type of Operation: Licensed Child-Care Center

A copy of the Texas Minimum Standards for Child-Care Centers is available for review upon request.

West Conroe Academy
Parent Handbook Acknowledgement of Receipt

I, _____ the parent of _____

acknowledge that I have received a copy of the Parent Handbook and have read and understand the policies set forth for West Conroe Academy. I also agree to follow all policies and procedures as long as my child is enrolled in the program. I am aware that failure to do so could result in termination of enrollment.

Parent signature

Date