

**BRIDGEPOINT**  
**Early Learning Academy**

13277 Katy Fwy, Houston, TX 77079

832-672-8770

Rebecca Mueller-Director

**Parent Handbook/Operational Policies**



July 2020

Dear Parent,

Thank you for entrusting us with your precious child. As you may have already gathered, we take our responsibility to care for children very seriously. A part of this responsibility is establishing and upholding practices and procedures that facilitate a safe and nurturing environment in which children can grow and learn.

As someone who will partner with us as parent or guardian, we ask that you read all the pages of this handbook, knowing that we intend to maintain and enforce the practices and procedures listed. After you have carefully read this manual, please sign, and return the agreement form located on the last page.

This handbook has been modified to comply with the Open Checklist Guidelines for Childcare Operations re-opening after the COVID 19 outbreak.

Sincerely,

Rebecca Mueller, Director  
BridgePoint Early Learning Academy

**BRIDGEPOINT EARLY LEARNING ACADEMY  
(BELA)  
PARENT HANDBOOK/OPERATIONAL POLICIES**



**BELA's Vision and Philosophy**

**Vision/Philosophy**

BridgePoint Early Learning Academy is an extension of the Children's Ministry of BridgePoint Bible Church. The Academy provides a safe, nurturing, and focused learning environment for children, intentionally laying a firm foundation in social, emotional, cognitive, and spiritual development. Learning is driven by a recognition of each child's uniqueness, a Christ centered curriculum and by developing loving relationships with children and parents.



## Program Information

### Scope of Program

**Age Range-** Infants- 4 years

**Divisions of Classes-** Children are divided into classes based on the age range of children enrolled in the program and days registered. Children 17 months and younger are infants according to Childcare Licensing and the minimum standards for this age range will be followed. Children 18-35 months are considered toddlers. Children 3-5 years old are considered preschoolers.

#### **Infants**

Our large, bright rooms are filled with developmentally appropriate toys. The children enjoy music, Bible stories, walks outdoors, theme-based activities and lots of opportunities to learn through play. The approximate student/teacher ratio in the classroom is 8:2.

#### **Toddlers**

Toddlers will learn through touch, sight, sound and experiences. A Bible story and a simple craft that reinforces the lesson will be a part of the learning experience. The children enjoy lots of playtime with age appropriate toys and teacher interaction that is educationally focused. The approximate student/teacher ratio in the classroom is 10:2.

#### **Two Year Olds**

The two-year olds will begin to learn in a more structured environment. The schedule for this class includes circle time, games, simple crafts, Bible stories, and story time all related to specific themes and teaching objectives. The activities reflect and encourage the older toddler's increased fine motor skills. Group participation and interaction are stressed in the story time, music, and playtime. The children enjoy a Thanksgiving Feast, holiday parties and birthday celebrations. The approximate student/teacher ratio in these classes is 10:2.

### **Three Year Olds-Preschool Program**

The curriculum for the 3-year-old student centers on their eagerness to learn and their increased ability to listen and follow directions. Learning experiences are driven by objectives and become more detailed as the student's fine motor skills and cognitive abilities develop. The teachers begin to encourage responsibility with assigned helper jobs. Letters and numbers, rhymes and story time are a few of the many educational aspects to the child's day. Bible stories and memory verses are taught weekly. Monthly themes are planned with fun dress-up days, rodeo day, wheel's day, and a splash day at end of the school year. The approximate student/teacher ratio in these classes is 10:2 for smaller classrooms and 14:2 for larger classrooms. **Children must be potty trained to enter the class in September.**

### **Four Year Olds-Pre-Kindergarten Program**

The 4-year-old class is intentionally designed to prepare children for Kindergarten. Learning experiences will be structured and specific to Kindergarten readiness skills. Children will learn phonics, number and letter recognition and application, and math concepts. Students will also be exposed to science through hands on experiences. The Bible curriculum expands on the character of God, a Biblical timeline, prayer, and a special focus on Christmas and Easter. Memory verses and songs are reinforced daily. Monthly themes provide enrichment activities for the students. Responsibility in the classroom is taught by assigned jobs, individual centers and activities that require group participation. The approximate student/teacher ratio in these classrooms is 14:2.

### ***Programs -begins Aug. 24, 2020 and ends May 27, 2021***

*(See calendar for holiday schedule)*

#### **Infants – 2 - 17 months / Toddlers/ Two Year olds – 18 - 36 months:**

1, 2, or 3 days – M, W, TH

#### **3 Year Olds Preschool Program:**

2 or 3 or 4 days – M, W, Th or M, T, W, TH

#### **4 Year Olds Pre-Kindergarten Program:**

3 or 4 days - M, T, Th or M, T, W, Th

## **Cost – Registration Fees are non-refundable**

### **One Day Program: Monday, Wednesday or Thursday – 9am - 2pm**

- **Registration Fee** - Early (Jan 1 - March 31) \$100 / Late (After March 31) \$125
- **Monthly Tuition \$150** - Yearly tuition of \$1,350 - Divided over 9 months

### **Two Day Program: Monday, Wednesday or Thursday – 9am - 2pm**

- **Registration Fee** - Early (Jan 3-March 31) \$125 / Late (After March 31) \$150
- **Monthly Tuition \$280** - Yearly tuition of \$2,520 - Divided over 9 months

### **Three Day Program: Monday, Tuesday and Thursday or Monday, Wednesday, Thursday 9am- 2pm**

- **Registration Fee** - Early (Jan 3-March 31) \$150 / Late (After March 31) \$175
- **Monthly Tuition \$380** - Yearly tuition of \$3,420 - Divided over 9 months

### **Four Day Program: Monday, Tuesday, Wednesday and Thursday 9am- 2pm**

- **Registration Fee** - Early (Jan 3-March 31) \$175 / Late (After March 31) \$200
- **Monthly Tuition \$480** - Yearly tuition of \$4,320 - Divided over 9 months

### **Extended Care Program: Monday, Wednesday and Thursday- 2 - 4pm**

Children must be enrolled at registration to participate.

- 1 day per week - \$50 per month per child
- 2 days per week - \$100 per month per child
- 3 days per week - \$150 per month per child

## **Enrollment Process**

BridgePoint Early Learning Academy offers early enrollment for the following school year for current families first in the month of January. Early enrollment is then opened to outside families in February. Early enrollment ends on March 31st and anyone enrolling after that pays the late registration fee. Enrollment remains open if space is available in the class associated with your child's age. To secure your child's spot in the program, registration fees and first month's tuition must be paid at registration. A *Health Statement* form and a copy of child's immunizations must be on file to complete registration. Once fees are paid a link to the registration form will be emailed to the parent. The online form must be complete within 30 days to finalize the registration process.

## BridgePoint Early Learning Academy Policies

### PAYMENTS

- The registration fee and first month tuition is due and payable upon registration. Registration fees are used to purchase equipment and supplies and are non-refundable.
- ***Registering your child in this program is a commitment to remain in the program from August through May.***
- Families that must withdraw their child or children from the program due to a family move or financial crisis should submit a request for withdrawal to the Director explaining the extenuating circumstances.
- All tuition payments are due on or before the **1st** of each month. Checks should be made out to BridgePoint Bible Church with “BELA” and your child’s name on the bottom of the check. Parents are encouraged to set up an online payment through the church website. A late fee of \$25 will be charged on tuition not received by the **10th** of the month.
- The entire month’s tuition is required of all children in all classes, regardless of the number of days missed due to illness or other reasons.

### ATTENDANCE POLICY

- All required forms must be completed and on file in the office prior to each child attending classes.
- Children should be brought to school only on those days for which they are registered. There are no make-up days due to illness or other reasons.
- No child will be accepted on a drop-in basis.
- Please notify the Director by email if your child will be absent from school on any given day or for an extended period.
- ***Late Fee: \$1.00 per minute paid directly to the teacher after 2:10pm or 4:10pm if using extended care.***

**\*Three-year olds entering the program in September must be toilet trained.**

## **Emergency Evacuation Procedure**

If the school would need to evacuate the children from the premises, parents should meet at the nearby Fire Station 78 15100 Memorial Drive Houston, TX 77079 (Memorial and Eldridge) to pick up their children. Phone Number- 832-394-6700

## **IMPLEMENTING SOCIAL DISTANCING STRATEGIES**

- Class limits will be kept below the CDC guidelines.
- The number of children allowed in a class is determined by square footage of the classroom, age of children and number of caregivers.
- Teachers will be the same for the entire year and remain in the same classroom
- Mixing groups of children will be limited, such as staggering playground times and keeping groups separate for special activities like music and playground time.
- When possible, at nap time, children's naptime mats (or cribs) will be spaced out as much as possible, ideally 6 feet apart. Children will be placed head to toe to further reduce the potential for viral spread.
- Staggered arrival and drop off times will be established. A plan for curb side drop off and pick up will be implemented limiting direct contact between parents and staff members.
- No parents will be entering the building. Parents will remain in the car for drop off and pick up of children.
- We recommend the same parent or designated person drop off and pick up children each day.
- Hand hygiene stations set up at the entrance of the facility, so that children can clean their hands before they enter.

## **SCREENING CHILDREN UPON ARRIVAL**

- Each child's temperature will be taken upon arrival. Persons who have a fever of 100.4<sup>0</sup> (38.0<sup>0</sup>C) or above or other signs of illness will not be admitted to the facility.
- Parents should be on the alert for signs of illness in their children and to keep them home when they are sick.
- Caregivers will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- As children are dropped off, a verbal interview of parent will be conducted to affirm no one in the household is sick or has been sick in the past 14 days.
- A child with a known close contact to a person who is lab-confirmed to have COVID 19 will not be allowed to participate in the program until the end of the 14 day self-quarantine period from the last date of exposure. Parents will be reimbursed the cost of the missed days.

### **SCREENING STAFF UPON ARRIVAL**

- Each staff member's temperature will be taken upon arrival. Persons who have a fever of 100.4<sup>0</sup> (38.0<sup>0</sup>C) or above or other signs of illness will not be admitted to the facility to work.
- As staff members arrive, a verbal interview will be conducted to affirm no one in the household is sick or has been sick in the past 14 days.
- Employees with a known close contact to a person who is lab-confirmed to have COVID 19 will not be allowed to return to work until the end of the 14-day self-quarantine period from the last date of exposure.

### **DROP OFF AND PICK UP CARPOOL SYSTEM**

Parents will be assigned a car-pool drop off area for their family. Three different locations will be used to create an efficient flow. Staggered times for drop off and pick up will also be assigned allowing parents a window of time for drop off and pick up. Children will be received and screened by a BELA staff member at the drop off location. A BELA staff member will walk children to their classrooms.

### **CHECK-IN AND CHECK OUT SYSTEM AT DROP OFF AND PICK UP**

As children are received by BELA staff members in the car pool lane, parents will sign a document and as they are picked up in the afternoon the parent will sign the document again so we have a record of who picked up the child and dropped them off. A name badge sticker will be placed on the child with the classroom listed on it.

### **CLEANING AND DISINFECTING ROUTINES AND PROCEDURES**

- Surfaces and objects that are frequently touched throughout the facility and in specifically within the classroom, especially toys and games will be regularly disinfected. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures.
- Toys will be cleaned and sanitized daily. Toys that cannot be cleaned and sanitized will not be used. Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves. They will be cleaned with water and detergent, rinsed, sanitized, rinsed again, and air-dried.
- Bedding (sheets, pillows, blankets, sleeping bags) will be washed daily. Each child's bedding will be kept separate, and stored in individually labeled bins, cubbies, or bags. Cots and mats are labeled for each child.

## **PREVENTING THE SPREAD COVID-19**

### ***Healthy Hand Hygiene Behavior***

- All children, staff, and volunteers will engage in hand hygiene at the following times:
  - Arrival to the facility and after breaks
  - Before and after preparing food or drinks
  - Before and after eating or handling food, or feeding children
  - Before and after administering medication or medical ointment
  - Before and after diapering
  - After using the toilet or helping a child use the bathroom
  - After encountering bodily fluid
  - After playing outdoors
  - After handling garbage
- Washing hand protocol will be to wash with soap and water for at least 20 seconds. In between hand washing, if hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used to clean hands.
- Children will be assisted with handwashing, including infants who cannot wash hands alone.
  - After assisting children with handwashing, staff will also wash their hands.
- Posters describing handwashing steps will be posted near sinks.

### ***Covering Coughs and Sneezes***

- Covering coughs and sneezes and washing hands are especially important for infection control measures in healthcare settings, such as emergency departments, doctor's offices, and clinics.
- Children and caregivers will be trained to cover mouth and nose with a tissue when coughing or sneezing.
- If a tissue is not available, children and caregivers will be trained to cough or sneeze into in elbow, not into hands.

### ***The Plan if Someone Becomes Sick While at our Center***

- An isolation room will be used to immediately separate a sick child or adult.
- The parent will be called to take the child home.
- We will be ready to follow CDC guidance on how to disinfect the facility.
- We will clean and disinfect surfaces in the isolation room or area after the sick child has gone home.
- If COVID-19 is confirmed in a child or staff member:
  - We will close off areas used by the person who is sick.
  - We will open outside doors and windows to increase air circulation in the areas.
  - We will wait up to 24 hours or if possible before we clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
  - We will clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.

- CDC recommends the following procedures regardless of the level of community spread:

**Coordinate with local health officials.**

- Once learning of a COVID-19 case in someone who has been in the school, immediately notify local health officials.

**Dismiss students and most staff for 2-5 days.**

- This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

**Communicate with staff, parents, and students.**

- In the event a child or staff member contracts COVID 19 a communication will be sent to parents. The primary method of communication is email. The person's name will not be used to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

**FACILITY CARE & SAFETY**

The Director and staff of BELA are committed to maintaining a safe environment for the children we serve. Therefore, our operating procedure will be to maintain the following care of our facility:

- keep floors, counters, and children's bathrooms clean
- ensure that toilet paper, soap & paper towels are in bathrooms
- place clean sheets in baby beds
- empty diaper pails daily
- put away & properly store all food items,
- keep all toxic & cleaning supplies out of children's reach
- keep all trash picked up from facility
- always maintain child / care-giver ratio - indoors / outdoors
- remove, repair, report broken equipment
- keep all electrical outlets covered
- ensure all indoor & outdoor equipment is maintained in good / safe condition for children's use
- keep all storage rooms locked
- keep all hazards removed
- keep all doors & pathways always clear, includes naptime
- ensure a staff certified in First Aid / CPR is in each room during all hours of operation

## Infant Care Requirements

**Care/Attention:** Individual attention will be given to each infant including playing, talking, cuddling and holding. Caregivers should hold and comfort an infant who is upset. In addition, prompt attention should be given to physical needs, such as feeding and diapering. Infants must be taken on a daily walk outdoors as weather permits.

**Equipment:** Cribs must have a firm, flat mattress that snugly fits the sides of the crib. Sheets must fit snugly. Each crib must be labeled with the child's name and infants must sleep in their assigned crib. Cribs must be sanitized before a different child uses it or when soiled. Baby walkers, doorway jumpers, accordion safety gates and toys that are not large enough to prevent swallowing or choking may not be used with infants.

**Feeding:** Caregivers must hold infants through six months while feeding them. Also, they will hold infants over six months who are unable to sit unassisted in a highchair or other seating equipment while feeding them. They will never prop or support bottles with an object. The infant or the adult must hold the bottle. Never allow infant to walk around with or sleep with a bottle or training cup. For an infant who is not yet ready for table food, caregivers must obtain and follow written feeding instructions that are signed and dated by the infant's parent or guardian. They must review and update the feeding instructions with the parent every 30 days.

**Infant Sleeping Policy:** Infants will not be allowed to sleep in a restrictive device. If an infant falls asleep in a restrictive device, the infant will be removed from the device and placed in a crib as soon as possible. Infants not yet able to turn over on their own must be placed in a face-up sleeping position. Infants must **not have** their heads, faces or cribs covered by items such as blankets, linens or clothing at any time. To swaddle an infant for sleep, the caregiver must have approval by the parent in writing on site.

**Communication:** Caregivers must provide a daily written report to the infant's parent when or by the time the infant is picked up for the day.

## DISCIPLINARY PROCEDURES & POLICIES

### Positive Guidance

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

### To provide positive guidance:

Teachers will give positive attention for good behavior and when possible, ignore poor behavior. Specifically, teachers and assistants will:

1. Encourage children to use their words when having a disagreement with another child and facilitate children in their attempts to settle their own disputes.

2. Redirect behavior when this seems potentially effective and appropriate.
3. Separate a child from the group (safe time) for a chance to regain self-control and provide an opportunity to counsel a child about behaviors.
4. Make sure children know the rules and teachers are consistent in enforcing the rules.
5. Model for children appropriate behaviors.

Disruptive behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

1. inflicts physical or emotional harm on other children, adults, or self
2. disrespects people and materials provided in the program
3. consistently disobeys the rules of the classroom
4. verbally threatens other students and/or staff
5. uses verbal or physical activity that diverts attention away from the group of children

**Discipline procedures for chronic disruptive behavior:**

- If a child is not responsive to the teacher's positive guidance, the child will be removed from the classroom.
- If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's teacher and Director.
- If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined or removed from the preschool program altogether.

**GENERAL HEALTH CARE POLICY**

- No sick child will be allowed to stay at school. If a child should get sick at school, the child's parents, or another responsible adult, so designated by the parent, will be contacted.
- Any child with a communicable disease will not be permitted back to school without a doctor's written approval. If your child develops a communicable disease, please inform the director so that other parents may be alerted.
- Any child suffering from diarrhea, vomiting, fever or other illness may not return to school until the symptoms have been absent no less than 24 hours.
- Any child who has or develops an oral temperature of 100.4 degrees or greater (99.4 under the arm) will be excluded from attendance and cannot return to school until fever free for 24 hours.

**MEDICATION DISPERSAL POLICY**

Employees and volunteers will not administer any medication except in life-threatening situations when there is not enough time for a parent to come to the room and give it. The Director or Assistant Director or person assuming the role of director will administer medications.

In a situation where a child has a non-communicable condition requiring medication, a Medication Authorization form should be completed and signed by the parent.

At the time a parent drops off a child and his/her medication, clear directions must be written out by the parent outlining the symptoms present when medication is needed and how it is to be dispensed. The form is to be given directly to the Director by the parent, so the Director can read the directions and ask for clarification if necessary. If the administration of the medication is difficult to administer, the Director may inform the parent that the child will not be able to attend school on that day.

### **Insect Repellent, Sunscreen,**

Parents must indicate on the registration form what ointments and sprays caregivers have permission to apply to the child. This form is kept on file for the caregiver's reference. Items included on the form are the following: Neosporin, bugspray, anti-itch cream, diaper rash cream, and sunscreen.

### **GENERAL WELLNESS POLICY FOR WORKERS**

All employees of BridgePoint Early Learning Academy must report when they have any communicable diseases and stay away from the children until they have been cleared by a doctor.

Employees and volunteers should not be in the presence of children if they are sick with one or more of the following illnesses:

- Head colds and coughs
- Cold sores on lips for Nursery workers
- Diarrhea and/or vomiting
- Measles, mumps, or rubella
- Chicken pox or shingles
- Skin infections
- Pulmonary tuberculosis
- Hepatitis

### **EMERGENCY RESPONSE**

All care givers are trained to respond to emergency situations. Procedures and protocol are reviewed and practiced for the following types of situations.

- Fire Emergency
- Major Injuries
- Minor Injuries
- Severe Weather
- Lock Down

In the event of medical emergency, parents will be notified immediately. For minor injuries, a form will be filled out and parents informed at pick up. All injuries will be documented and kept on file. Fire drills are conducted monthly. In the case of severe weather, parents will be notified if it becomes necessary for children to be picked up immediately.

## Immunization Requirements for Children

All children in the care of BridgePoint Early Learning Academy must have the appropriate immunizations for their age as set forth by the Texas Department of State Health Services or written notarized documentation on the immunization form opposing immunizations. Parents of children with missing or overdue vaccinations have 10 business days to submit an updated copy of their child's immunization record which reflects the child is current with the required immunizations for daycare. Failure to comply within 10 business days will result in your child being excluded from BridgePoint Early Learning Academy until your child is current. A notarized immunization form must be on file if your child is on an alternate or delayed immunization schedule as the Texas Department of State Health Services does not recognize such schedules.

## Toilet Training

The independence of a "potty trained" child is prerequisite for the 3-year-old classes. Independence means that the child must have the awareness to use the restroom without reminders, be able to manage clothing without help and can clean themselves properly. Teachers work closely with parents who are committed to moving their child from diapers to underwear. When a child shows interest and readiness, we are happy to assist and encourage full independence.

## Separation

Sometimes children and parents have difficulty separating. We find it helpful when the parent leaves the child with a reassuring staff member and calmly, but promptly leaves. Generally, the child feels more comfortable within 5 minutes. We invite you to call the school at any time to check on your child.

## TOYS

- 1) Children will not be given shared, nonwashable, soft toys that may be contaminated with infectious secretions.
- 2) After each session in the infant/crawler room, all toys used by the children will be washed and sanitized.
- 3) When a child is seen putting an object into his/her mouth, this object shall be cleaned with a disinfectant before being returned to the "clean toy" container or given to another child.
- 4) All surfaces in the rooms will be sprayed after each session with disinfectant.
- 5) Toys will be age appropriate and removed and replaced as needed.
- 6) ***Children are not allowed to bring toys from home to school.***

## DRESS CODE

Children should be dressed appropriately for the weather conditions. All children will have outdoor time daily unless the weather does not permit. Please send warm jackets for cold weather and closed toed shoes. Little girls should wear shorts under dresses on all occasions. Clothing that is easy for young children to manipulate for toileting is preferred.

## PLAY AND NURSERY EQUIPMENT

- 1) BELA staff will disinfect all play equipment after each session.
- 2) All equipment in the nursery areas (i.e., cribs, swings, walkers, highchairs) shall be sprayed with disinfectant after each session.
- 3) Crib sheets will be changed after each use.
- 4) Each infant will be assigned a portable crib for their individual use.
- 5) Two, Three and Four-year olds will bring a sleeping mat from home for nap time.

## FOOD

*Care givers serving food must wash hands carefully before handling food.*

### Bottles

- 1) Care givers will wash hands before feeding an infant.
- 2) Care givers will hold a child when giving a bottle unless the child is old enough to hold his/her own bottle.
- 3) Children will not be allowed to walk around with a bottle.
- 4) Bottles will be labeled with the child's name.

### Table Food

Children will bring their own snacks and lunches from home and the teacher/caregiver will serve the food to the child according to the class schedule. Please send food that does not need to be warmed as only the infant classrooms have microwaves.

- 1) Child must be seated at a table or secured in a highchair.
- 2) Child's hands must be washed before and after eating.
- 3) Children will not walk around with food.
- 4) Surfaces and floors will be cleaned and sanitized after meals are served.

## APPLICATION, SCREENING, & TRAINING OVERVIEW FOR EMPLOYEES

We love children at BELA and want to protect them from harm. Therefore, BELA requires all employees to complete a screening process and training program before working with children.

### **1. Application & Screening Process**

Employees are required to complete BELA's application & screening process, which requires all employees working with children to:

- complete an application form
- complete a face-to-face interview
- provide references to be checked

## **2. Sexual Abuse Awareness Training/Awareness**

BridgePoint requires that employees and volunteers recognize and prevent abusive behavior of any kind and report any abuse to a supervisor. To equip BridgePoint employees and volunteers with information necessary to recognize abuser characteristics and grooming behavior, BELA requires all employees and volunteers to complete sexual abuse awareness training through Ministry Safe. This training is completed online at [www.MinistrySafe.com](http://www.MinistrySafe.com) and is renewed every year.

### **Abuse Policy**

BridgePoint has a “**zero tolerance for abuse**” policy in respect to its ministry programs and ministry activities. It is the responsibility of every staff and volunteer at BridgePoint to act in the best interest of all minors in every program. If staff or volunteers observe any inappropriate behaviors or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report their observations to:

- Rebecca Mueller, BELA Director
- Jeremy Griswold, Executive Pastor
- Dr. David Gundersen, Lead Pastor

## **3. Criminal Background Check**

BELA requires that all employees must undergo a criminal background check and fingerprint screening.

## **4. Practices & Procedures**

All employees are trained in the Operational Policies of the center and indicate by signature that he or she has read, understands, and will comply with them.

## **5. Training**

In addition, teachers must complete pre-service training that includes learning developmental stages, age-appropriate activities, positive guidance and discipline, fostering self-esteem, safety practices, and the prevention and control of spreading communicable diseases. Caregivers also earn 24 clock hours of professional development each year.

## **6. CPR/Infant/First Aid certification**

All caregivers are kept current in CPR/Infant/First Aid certification.

### **BELA SAFETY MONITORING PLAN**

Monitoring of BELA staff will include regular (announced and unannounced) visits in each class to provide supervisors the opportunity to observe employees’ interactions with children and implementation of policies and procedures.

1. The Director conducts unscheduled observations of each class on a weekly basis.

2. The Director conducts periodic verbal performance evaluations with staff to provide and receive feedback on the implementation of practices and procedures.
3. The supervising Pastor conducts an unscheduled observation of BELA. The supervising Pastor meets with the Director (Rebecca Mueller) at least once per quarter to provide and receive feedback on the implementation of practices and procedures throughout all levels of the program.
4. Every year, the Director with the help of the BELA team will review the practices and procedures and make changes as needed. Pursuant to these changes, the Director will make final adjustments to any practices and procedures so that they are in place and ready for any future training of all BELA workers in their area.

### **Birthday Celebrations**

Parents may send a small goodie bag or balloon for each child in the class. Parents are not allowed in the room and outside food cannot be sent from home due to the COVID 19 restrictions.

### **INTOXICANTS & TOBACCO USE**

Employees and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any BridgePoint facility or while working with or supervising children.

BridgePoint requires employees and volunteers to abstain from the use or possession of tobacco products in church facilities, while in the presence of children or their parents, or during BridgePoint activities or programs. BridgePoint is a tobacco-free facility.

### **FIREARMS & WEAPONRY**

Firearms, fireworks, and weaponry (including pocketknives) are not allowed at any BridgePoint children's programs by children or adults.

### **CHILD CARE LICENSING**

Parents may review a copy of the Minimum Standards for Child Care Licensing at:

[http://www.dfps.state.tx.us/Child\\_Care/Child\\_Care\\_Standards\\_and\\_Regulations/default.asp](http://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp)

And, report concerns to the Texas Department of Family and Protective Services at;

1-800-252-5400 or <https://www.txabusehotline.org>

Local Child Care Licensing Office: 713-293-1800

1919 W. North Loop

Houston, Texas 77008

***\*A current copy of the center's Child Care License and most recent licensing inspection report may be found and reviewed on the public bulletin board.***

**CAMP BELA PARENT HANDBOOK 2020**  
**STATEMENT OF ACKNOWLEDGEMENT AND AGREEMENT**

I have received and read a copy of CAMP BELA'S Parent Handbook and understand the importance of the material in the handbook. I agree to abide by these guidelines while my child/children are enrolled at BridgePoint Early Learning Academy.

I understand the handbook may be modified, and that any guideline may be amended, revised, or eliminated by BridgePoint Early Learning Academy and that I will be notified of these changes. I also understand that I may contact the BELA Director at any time about any concern associated with the handbook and need for changes. The Director will meet with me to discuss changes.

I understand it is my responsibility to review new guidelines which may be created and distributed.

**Acknowledgement and receipt of this handbook is documented on the BELA online registration form.**