**Christian School of Northwest Houston**

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CSNWH is a year round program with hours of operation from 6:30 AM – 6:00 PM.

**CSNWH**

Home of the Prayer Warriors

Parent Handbook

**6720 W. Tidwell Rd.**

**Houston, Texas 77092**

**713-462-7125**

**Fax: 713-462-0855**

[**www.csnwh.org**](http://www.csnwh.org)

**csnwh@sbcglobal.net**

**MISSION STATEMENT**

It is the belief of the Christian School of Northwest Houston (CSNWH) that all children are gifts from God and they are to be respected and loved. As a cooperative body of parents and educators, we strive to create a nurturing Christian environment. Within this effort, lifelong learning is fostered through developmentally appropriate practices, thus producing learners who are prepared to make responsible contributions to society.

**OBJECTIVES**

It is the purpose of CSNWH to provide experiences that promote exploration and discovery as well as to continue to build upon the academic skills needed to successfully:

* Promote each student’s spiritual development through the knowledge of God and Christ Jesus, His son.
* Develop in all students a respect of individuality and celebrate their differences by providing educational opportunities and experiences.
* Help each student develop the skills to think constructively, to solve problems, and to reason independently.

**Prayer warriors**

Prayer is how we develop our relationship with the Lord. It is the cornerstone of building a strong faith and trust in Him. We teach our students to help one another and to be thankful for our many blessings through prayer and to understand that through prayer in the name of Jesus Christ first, all good things are possible.

**School Policies**

**Registration**

* Registration fees are applied to each attending Fall and or Summer session to secure placement. **These fees are nonrefundable.**
* **Currently enrolled students will not be automatically enrolled in each semester. Your registration payment assures placement.**
* **In-school registration for all grades will be held the first week in February**.
* **In the event of a policy change** CSNWH **will send a copy of the amendment policies.**

**Admissions**

 **Age groupings in the classes are based on the child’s age as of September 1.**

* The required admission forms will be provided at the time of registration and must be completed and **returned prior to the first day of attendance.** These form are:
1. Student and parent information sheet that includes emergency contact information.
2. Physician health statement stating the student is physically able to participate in all school activities.
3. Immunization records.
4. Emergency Medical Form must be submitted to authorize CSNWH to administer care such as CPR, Fist-Aid and to contact 911 in the event of a medical emergency.
5. A copy of the student’s birth certificate with state seal is required for his/her permanent record.
6. Statement for Transportation, Water Activities, Special Needs and CSNWH Operational Policies Acknowledgement.

**Tuition Payments**

1. **Tuition is due on the first of each month. Payment is to be received in the school office by the 6th day of the month.** Payments received after the 6th of the month will incur a late fee of **$35.00**
2. Failure to comply with the Tuition policy will result in the dismissal of student from CSNWH.
3. A fee of **$25.00** will be charged for all checks returned for insufficient funds.
4. Tuition cost is averaged for the year based on the number of actual school days attended and divided into 9.5 payments for the purpose of convenience; therefore December, when school is closed for two weeks and March, when closed for one week, will be invoiced as the other months.
5. Families with more than one child will be eligible for a 10% discount on sibblings.
6. A 5% discount will be offered for those who wish to pay the year in full.

\*Refer to fee schedule for tuition costs.

**Extended Care**

1. Extended Care Hours:

 6:30 a.m. – 8:00 a.m. and 3:00 p.m.- 6:00 p.m. Late pick up fee is $1.00 per minute plus Extended Care Fee.

\*Refer to fee schedule for Extended Care costs.

**Release of Students**

* Student will be released to parents and those individuals listed on the Admission Form. Written requests must be submitted to release student to someone other than those listed. **Photo identification is required.**

**Withdrawal from CSNWH**

Two weeks’ notice in writing is required for withdrawal. Security Deposit will be used to cover any unpaid balances or the two weeks’ tuition without notice.

**Attendance**

* **Students must be accompanied into the building and signed in. Parent/Guardian is responsible for alerting staff of the student’s arrival. We are not responsible for a child left outside and expected to enter the building alone.**
* Daily attendance and punctuality are a must for success in school. Each tardy and absence is a loss to the pupil.
* Students not picked up by 3:00 p.m. will automatically enter the Extended Care Program. All fees will apply.

**Absences**

* Students must bring a note from a parent/guardian to their homeroom teacher explaining the absence. Upon return to school, a note excusing the absence must accompany the student. The note needs to include the student’s name, date(s) of absence and reason for absence. The note must also be dated with a parent/guardian signature and a phone number for verification. **It will be the students’ responsibility to approach teachers for make-up work.** Students will be allowedone day per each day of absence to make up work.

***Elementary Absences for Vacation or Travel***

* Such absences are unexcused and a student’s academic progress will be negatively affected.

***Excused Absences***

* Absences are excused for personal illness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, participation in school activities with permission of the principal, religious holy days, and doctor or therapy appointment (a doctor’s note is required). Please note that any absence for personal illness for 3 or more days requires a doctor’s note to be considered excused. All other absences are considered unexcused.

***Leaving School Early***

* If students have an appointment, a note is to be submitted to the teacher or main office in advance. The note is to include the student’s name, date of the early dismissal request, time the student is to be released and reason. The note should also include a parent/guardian signature and phone number. All students are to sign out in the Main Office. Parent must pick-up student from the main office, not the classroom.

**Dress Code**

The purpose of a school uniform is to encourage good student behavior, to reduce clothing costs and to encourage our students to experience a greater sense of school pride and belonging. Educators agree that there is a direct correlation between the way students dress and their behavior and manners. Students will be learning to take personal pride in their appearance, therefore, developing respects of self and others.

**Students may be out of uniform on specified days such as picture days, field trips, and special events upon notification.**

***Toddler and Early Childhood dress code schedule is as follows:***

* **Monday through Thursday**
* Girls…Navy Jumper with logo and white blouse
* Boys…Blue Shirts with logo and navy bottoms
* **Friday…Spirit shirt with jeans**
* **Black or white shoes**

***Elementary dress code schedule is as follows:***

* **Monday and Wednesday**
* Girls…Light Blue Plaid Skirt with Blue button down blouse with logo and tie
* Boys…Navy bottoms with blue button down oxford with logo and tie
* **Tuesday and Thursday**
* Girls…Navy skort with blue polo blouse with logo
* Boys…Navy bottoms with blue polo shirt with logo
* **Friday…Spirit shirt with jeans**!
* **Black or white shoes**

* Footwear must be supportive and protect the student from possible injury. **No shoes with lights or wheels will be permitted. Rubber soled shoes work best for the school environment.**
* Items supplementing the uniforms:

Hair items may be white or navy blue or red

Girl socks and tights should be white

Gray sweater and vest with logo is preferred

* Winter jackets will be exempt from color requirements, but are not to have any characters.
* **Tattoos and nail polish will not be permitted as they have been found to be a distraction in the classroom.**

**Discipline**

The policy of CSNWH and the personal goal of its teachers and staff are to teach the respect for the Word of God, self, others, country, and the environment. Developing problem solving skills are also necessary for the success of each individual.

As incidents occur, the student will be facilitated through the process of recalling their choices made at the time of the incident, how they can improve on future choices, how it will help their relationship with their peers and how they will gain respect.

When further discipline is warranted, parents will be contacted to jointly develop an appropriate plan of action to benefit the student.

* There is no corporal punishment permitted on CSNWH premises by staff or parents.
* All discipline problems are to be addressed by the teachers in their classrooms or by the director when necessary. Parents are not permitted to attempt to discipline other students.
* CSNWH reserves the right to insist upon the immediate withdrawal of any student whose presence in the school is considered detrimental either to the students or the school’s best interest.

**PARENT-SCHOOL RELATIONSHIP**

CSNWH has an open door policy. Parents are welcome to visit the school during the hours of operation (**6:30 a.m. -6:00 p.m. Monday thru Friday**) to visit with student, and to observe school activities and operations without having to secure prior approval. Questions or concerns about policies and procedures of CSNWH may be addressed with the school administrator at 713-462-7125 or via e-mail at csnwh@sbcglobal.net.

**Communication**

Communication with parents will be made via monthly newsletters, e-mail, text, parent memos strategically placed for optimum viewing and on the breezeway communication board. It may also be accessed through our website at: www.csnwh.org

**Room Parents**

Assistance is always welcomed and needed in the classroom for projects, preparing the environment for the students and contacting other parents. Speak with your student’s classroom teacher for opportunities to help.

**Volunteers**

Becoming a volunteer is an opportunity to share in a student’s education. Parents and other family and family friends are welcomed. Contact school office to volunteer in other areas.

**Emergencies**

* In the event of inclement weather**,** CSNWH will follow the decisions of Houston Independent School District (H.I.S.D.) for school closure.
* In the event of an emergency evacuation, CSNWH will transport students and staff to:

**Crown Plaza Hotel 713-462-9977**

**12801 Northwest Freeway**

**Houston, Texas 77040**

**It is crucial that your contact information is current. This includes your email as the school may use this format to contact parents.**

**HEALTH INFORMATION**

**Medication**

Medication and special medical procedures shall be administered to a student as follows:

* Prescription medications must be in the original container labeled with the student’s and doctor’s name. Medications will not be administered after any stated expiration date.
* Students on long-term medication must submit Authorization Dispensing Form.
* All nonprescription medications must be labeled with student’s name and dated. All nonprescription medication, over the counter remedies, and diaper rash creams must be in the original container and will be administered to the child only when approved in writing by the student’s parents and in accordance with label instructions.
* All medication needing to be administered must be logged in on the medicine sign-in log, located in the Extended Care Office, and left with a staff member. Under no circumstances are parents to leave any type of medication or ointment in student’s backpack or cubicle.
* Students with fever are not permitted to attend school. A student that has left early from school due to a fever is not permitted to return to school until they have been fever free for 24 hours. This is a state requirement and will be enforced to ensure a safe and healthy environment for all.
* Admission or readmission of a student after a communicable disease shall gain admittance only if the recommendations set forth by the Texas Department of Health are followed.
* Student with special needs due to disabling or limiting conditions shall be required to submit recommendations from his/her physician prior to admission.
* In the event of a medical emergency, our trained staff in CPR and First Aid will render aid and call 911. Parent will be notified immediately.
* In the event of student’s illness while at school, CSNWH staff will contact parent for immediate pick up.

**First Aid**

In the event of cuts and scrapes, CSNWH will clean the minor wound with hydrogen peroxide and apply bacterial ointment. **Should your child be allergic to any of this products please contact the office immediately.**

**Vision and Hearing Tests**

* Vision and hearing screenings will be given to all students ages four and above during the first school semester. Parent’s cost for testing to be announced prior to screening.
* Students not meeting the specified requirements will receive a referral letter for parents to seek a physician’s in-depth evaluation.
* If a physician has screened a student prior to admission, copies of the screening results are to be submitted for filing with the Texas Department of Health and Human Services.

**Nutrition**

* Breakfast and lunch are to be provided by parents.
* A pre-packaged afternoon snack will provided by CSNWH.
* Balanced meals are essential for the development of the body. A meal, by state standards, must include a form of protein such as peanut butter, cheese, meat slices, or meat sticks, etc.
* Insulated containers work very well to help keep food warm or cold.
* CSNWH does not provide meals for the students; meals come from home. Christian School of Northwest Houston will not be responsible for the student’s daily nutritional requirements.

**MISCELLANEOUS**

**Special Events**

* A Calendar of Event will be provided to highlight events, activities, and scheduled school closings throughout the year.
* Each month a classroom calendar will be sent home by the teacher with important dates and activities to prompt conversation between parent and student.

**Vital Information Changes**

**Notification of changes made to avenues of communication should be submitted to the school office immediately. This information is to be kept accurate and current for emergency situations.**

**Field Trips**

Field trips are used to help support and supplement the learning experience. Field trips are privileges therefore students who fail to meet the behavioral requirements may be denied participation. Students must submit a permission slip (provided by CSNWH) signed by a parent in order to participate. Parent participation is always welcomed.

**Parties**

Birthdays are special to students and their parents. Parents may plan a brief birthday time by talking with the classroom teacher. Time is to be scheduled for no more than 30 minutes.

**Water Play**

CSNWH does not use pools or wading pools for water play but will engage in sprinkler play in the summer months.

**Playground Guidelines**

Please discuss the following expectations with your students and also reinforce them when you are playing on our playground with them. We want everyone to have a safe and fun recess at CSNWH**.**

**Fairness and Sportsmanship**

Students will:

* wait in line, without cutting, to use the equipment
* take turns using and playing on the equipment
* play games by the rules
* allow others to join in games (open play policy)
* play cooperatively in designated areas
* say kind and encouraging words (no putdowns or rude remarks)

You must notify a teacher when …

* you need to leave the playground for any reason: bathroom, nurse, or request from teacher
* you see violent or unsafe behavior
* a ball or other equipment goes outside of the fenced playground area
* if you or someone else is hurt
* If equipment is broken, unsafe, or not working
* you are having an argument or disagreement about rules or games on the playground
* you have someone teasing or bothering you
* people are being unfair or unkind
* you need help working out a problem with a friend or classmate

**Safety Rules**

Students will:

* keep pencils in classroom
* use equipment safely: no tag, daredevil acts, or chase games on or near equipment
* keep rocks on the ground at all times.
* refrain from jumping off equipment
* Go down the slide feet first, head forward, and only one person at a time (no standing, no sliding head first or backwards)

No tackling, rough play, play fighting, violence or physical fights

**Toys /Videos from Home**

All toys and videos are to remain at home. Teachers will send home a **written request** on special days when applicable.

**Lost and Found**

CSNWH will not be responsible for replacing lost items. Mark all items (lunch boxes, clothing, blankets, etc.) with child’s name legibly. Lost and found items are kept in the Extended Care Office.

**Gang-Free Zone**

Under the Texas Penal Code, any area within one thousand feet of Christian School of Northwest Houston is a gang-free zone where criminal offenses related to organized criminal activity are subject to harsher penalty.

**Pets**

CSNWH will have pets in the classroom from time to time and will meet all standards set forth by the Texas Department of Family Protective Services to ensure a safe environment for both student and pet.

**Department of Family Protective Services**

CSNWH is licensed by the Department of Family Protective Services and we seek to meet and exceed the standards set forth. Copies of all current permits, reports and standards are available for review in the main office.

**DFPS 713-940-5200**

**2221 W. Loop South**

**Houston, Texas 77027**

**Child Care Licensing 713-940-3009**

**P.O. Box 16017**

**Houston, Texas 77222-6017**

**Report Abuse and Neglect @ 1-800-252-5400**

**https://www.txabusehotline.org**