Seashore Early Childhood Academy (SECA)

An Island Foundation Private Education Program

Parent Handbook

SECA
SEASHORE EARLY CHILDHOOD ACADEMY

Physical Address:
15733 S.P.I.D., Bldg. B
Corpus Christi, TX 78418

Phone:
361-949-1530

Website:
www.seashorecharterschools.com

Welcome Letter

Dear Families:

Welcome to the Seashore Early Childhood Academy (SECA). We strive to offer your childcare and learning opportunities that meet the goals of your family through the team effort of parents, students, and staff.

Please read and review our Parent Handbook as it contains several very important pieces of information. A signed acknowledgement of receipt of this handbook is a required part of our enrollment package.

Thank you for allowing us to help educate your child in an innovative, creative atmosphere with a vision of creating lifelong learners.

Welcome to the journey!

Dawna Nims
SECA Director

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MISSION

The mission of Seashore Early Childhood Academy is to provide an early childhood education program dedicated to developing self-esteem, confidence, and social skills while delivering an educational curriculum which focuses on the whole child.

VALUES

In accomplishing our mission, we:

- Value each child's language, intellectual, social, emotional, physical, and creative development
- Value the dignity of each child, parent, and staff member
- Are guided by respect for self, for others, and for the environment.
- Affirm the job of doing one's best.
- Enable the success of each person by providing a professional, caring, and nurturing school.
- Provide an environment in which children develop their talents in a cooperative atmosphere.
- Value communication that is open, honest, and kind.

VISION

We envision a school in which children love to learn, staff are open to professional growth and parents are actively involved. With a variety of experiences and backgrounds that parents contribute, they are a valuable resource. We see the parents, staff and board members modeling the very behavior they teach, cooperation, courtesy, and respect. We see a school in which communication is open, honest, and kind and where all participants are working to be their best. Our vision is that of a school that grows in enrollment because of parents' enthusiastic support.

We see a school in which our children are proud of their surroundings and take good care of them. We see children using natural materials, gardening, taking care of animals and working happily in their academic endeavors. We see a place where creativity flourishes and the spark of curiosity flames into a variety of academic projects.

PROGRAM DESCRIPTION

Seashore Early Childhood Academy

A full or part-time program available for children from the age of 3 years until they enter kindergarten which offers students opportunities to learn letters, numbers, colors, shapes, cooperation skills and self-help skills while discovering the world around them. Throughout the traditional school year, the curriculum revolves around monthly themes. During summer months, weekly themes are followed.

Hours of Operation

The Seashore Early Childhood Academy is open year-round Monday-Friday from 7:30 a.m. to 5:55 p.m.

GENERAL INFORMATION

Rules

Listed below are the Island Foundation's rules for the treatment of children by adults in the school.

- The adult must never speak ill of a child whether the child is present or absent.
- The adult must concentrate on developing and strengthening what is good in her/himself.
- Take constant care of the environment. Teach proper use of things and show the places where they are kept.
- The adult must always be ready to answer the call of a child who needs her/him and always listen and respond to the child's needs.
- The adult must respect the child who makes a mistake without correcting it directly. However, adults must stop any misuse of the environment and any action which endangers the child or other members of the community.
- The adult must always treat the child with the best of good manners and, in general, offer the best she/he has in her/himself and at her/his disposal.

Board of Directors

The Island Foundation is governed by a Board of Directors made up of parents and community members. Duties of the board include fiscal responsibility, public relations, fund raising, and leading the Seashore Early Childhood Academy, Seashore Learning Center, and Seashore Middle Academy in fulfilling its mission. Members serve for either one or three-year terms. The Board includes the Island Foundation Board Liaison, a one-year position. Interested individuals are invited to submit a letter of interest to the Board, indicating their position preferences and skills they wish to contribute.

The Board of Directors meets every month. Meetings are typically held on the third Monday of the month with an agenda posted on the SECA door no later than 72 hours prior to the meeting. Parents and other community members are welcome to attend.

STAFF

The SECA staff includes the director, assistant director, lead teachers and teacher assistants. The Director works with the Island Foundation to provide the best possible education for your children. Training and continuing education are offered and required by licensing for teachers and assistants throughout the year. Per Minimum Standards, the SECA requires staff to attend training courses to meet the annual licensing requirements of an average needed of 24-30 training hours per year.

The SECA does not require employees to receive vaccinations. We leave this decision to the staff members, as determined between doctor and patient.

ADMISSION PROCEDURES

Before admission, parents and children are encouraged to visit a class. Acceptance consideration will be given to qualified applicants regardless of race, religion, or creed. Upon admission, but prior to the child's first day of school, the following **must** be completed and returned to the school office:

- Completed Enrollment Packet
- Enrollment & Tuition Agreement
- Tuition Policy Agreement
- Copy of immunization records, which must be current*
- Health Care Professional's Statement
- Parent Handbook Receipt Statement**
- Discipline and Guidance Receipt Statement
- Parent's Rights Receipt Statement

*As of 1/1/2009, the Nueces County DSHS does NOT require TB testing. Upon notification of changes in this ruling, parents will be notified and given 30 days to comply.

RELIGION POSITION STATEMENT

All Island Foundation Private Education Programs, including SECA, are non-parochial. We are not affiliated with any religious belief. We believe that it is the sole right and responsibility of parents to educate their children about religion. While we do not advocate any religion, we are tolerant of all religions.

LICENSING

The Texas Department of Family and Protective Services gives Island Foundation authority to operate SECA. The City and County Health & Fire Departments also inspect us regularly to ensure that we meet all requirements necessary for the safety of our children. There are copies of the minimum standards for child-care centers available for review in the SECA office and online.

A copy of the Island Foundation's most recent licensing inspections report, how to contact the local licensing office, the DFPS child abuse hotline, and the DFPS Website is located in the SECA office or you may contact: Local Child Care Licensing Office at DFPS 5155 Flynn Parkway, Suite 623, Corpus Christi, TX 78411 (361) 878-3451 or www.dfps.state.tx.us. To report suspected child abuse please contact Child Abuse Hotline 1-800-252-5400.

NON-PROFIT STATUS

Island Foundation is a 501(c) 3 non-profit organization under the Internal Revenue Code. Thus, only with Board approval, may someone represent the school in any legal, financial, or public action. All donations to the Island Foundation are tax deductible.

FUND RAISING

To keep our class sizes small while maintaining affordable tuition, we rely on fundraising to supplement and enhance our programs. Every parent has an opportunity to help either by direct monetary donations, or by participating in a variety of fundraising events. All donations to the Island Foundation are tax deductible.

CURRICULUM

Seashore Early Childhood Academy nurtures the whole child through hands-on learning in a setting that encourages cooperative learning. The materials in the curriculum are designed to fulfill the child's curiosity and address the appropriate level of readiness. A variety of materials are available to accommodate different types of learners and facilitate both academic and social development. Field trips and guest speakers are encouraged and enhance the children's experiences.

FINANCIAL INFORMATION

REGISTRATION & SUPPLY FEES

Registration & Supply fees for all children enrolled at Seashore Early Childhood Academy are due at the time of enrollment, non-refundable, and are assessed annually in the month of August for those enrolled in a continuous program. Please refer to the Tuition Schedule for specific fees.

TUITION & FEES

All monthly fees are due on the 1st or the 15th of each month, depending on the program in which your child is enrolled. Please refer to the Tuition Schedule for details. If tuition is not paid in a timely manner, an initial late fee of $25 will be charged after five days and $5 per day will be assessed for each additional day until the account is paid in full.

A $30 fee will be charged for any returned check that results in non-payment. A **written two-week notice** is required prior to withdrawal. All tuition and fees must be paid in full by the last class day in May or your child may be **refused** enrollment to any Seashore program until tuition is paid in full. Please refer to the Tuition Policy Agreement for complete details on delinquent accounts.

GENERAL POLICIES AND PROCEDURES

ACCIDENTS

If a child is injured at school, you will receive written notice on the day of the accident about what occurred, and the care given to your child. If a child visits a doctor or hospital following an accident at school, the SECA is required to forward information to the Texas Department of Family and Protective Services (DFPS) regarding the accident and the follow-up medical attention. DFPS will sometimes choose to call the parents at home to visit with you. They also visit the school and speak with the staff members reporting the accident and, depending on the child's age and verbal skills, with the child. DFPS wants to ensure that accidents that happen in our facility are handled properly.

ADDRESS, PHONE, EMAIL CHANGES

Families who move during the school year must report their new address, change telephone number, and new email address to the office as soon as possible. Name changes pertaining to parents or students should also be reported immediately. Additionally, if the contact information for those people listed on your child's emergency card should change, the office should be notified as soon as possible.

ANIMALS

We will notify parents in writing when animals are or will be present on campus. We will ensure that caregivers and children practice good hygiene and hand washing after handling or encountering an animal and items used by an animal, such as water bowls, food bowls, and cages.

APPEARANCE

Any age-appropriate clothing with tennis shoes is acceptable. Children that are potty training need to wear shorts, pants, or skirts that they can pull down themselves.

SHOES:	Tennis shoes with socks, no sandals, no flip flops, no Crocs & no boots
JEWELRY:	Jewelry for young children is to be discouraged at school. Necklaces are a safety concern for children ages 5 and under and will not be allowed.

Children are required to wear SECA T-shirts on all field trips. Parent chaperones are asked to wear a matching SECA shirt on all field trips.

All SECA children must keep a change of appropriate clothes at school. Please be sure the clothing is size and weather appropriate throughout the year. All clothing and personal belongings must be LABELED with the child's name and bagged. Soiled clothing is bagged and sent home to be washed.

In the event your child has a situation which requires his/her clothes to be changed, and we do not have extra clothes on hand, we may contact you to either bring extra clothes or pick up your child. If extra clothing is needed due to a potty accident, for sanitary reasons, the child will remain seated

in an area away from other children until clean clothing is provided. If we are unable to reach the parent, we will call the emergency contact listed in the child's file.

Arrival and Departure

The SECA doors open at 7:30 a.m. Monday through Friday. While our staff may be in the building preparing for your child's day, your child may not arrive before 7:30 a.m. Our School-Day program ends at 3:00 p.m., and After School Care ends at 5:55 p.m., therefore parents need to arrive no later than 5:55 p.m. so the building may be closed at 6 p.m. Picking up your child late (after 3:00 p.m. or after 6 p.m.) will result in a late fee of $15.00 for every 10 minutes or fraction thereof. A child picked up late, 3:01 p.m. and 5:56 p.m. will begin late fee time. We are licensed from 7:30–6 p.m. so we ask all parents and children to leave the building and grounds no later than 6 p.m.

Attendance

Attendance records must be maintained for all students. In addition to teachers taking attendance, parents are responsible for signing their child in and out each day. Logbooks at the SECA are located on the table at the front door and are to be completed by PARENTS. Please include the time of drop-off/pick-up AND your initials. If your child is absent you are encouraged to contact the SECA office to notify the teacher of such. Being consistently late or excessively absent from school adversely affects the child's progress and integration in the class. In addition, all classrooms follow a daily schedule. If your child arrives after a particular activity has already taken place, we cannot ensure that your child will have the opportunity to make up for that missed activity. Children adjust better by having a consistent schedule with exposure to all elements of the classroom activities.

Behavior, Discipline and Guidance

The SECA has developed its program to provide the optimum learning environment for all students. It is imperative that each student takes full responsibility for his/her own behavior and respects the rights of classmates.

The faculty and staff will adhere to a discipline and guidance policy that is individualized, consistent, and appropriate for the child's level of understanding while teaching the child acceptable behavior and self-control. Only positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction will be used. The normal disciplinary approach to an infraction involves analyzing cause and effect and developing strategies to reduce inappropriate behavior. There will be no harsh, cruel, or unusual treatment of any child. Parents will be required to sign a copy of our Discipline and Guidance Policy that provides more detailed information.

The teacher will bring unacceptable behavior to the attention of the student in the classroom. Repeated offenses will result in removal from the classroom. A student will not be allowed to disrupt the classroom continuously. When the seriousness or frequency of the infraction suggests a need for other measures, the following serves as a guide in relating consequences to various degrees of offenses. In cases not precisely defined herein, the Director takes such actions as judged appropriate.

- Willful and disorderly behavior or deliberate violation of school rules and policies will result in parental notification and/or meeting with students, parents, and faculty together.
- Serious behavior problems, disrespectful speech, disrespectful or harmful actions, or willful destruction or defacing of property can result in up to three (3) days' suspension plus compensation for any property damage.
- Severe insubordination, chronic repetition of offenses cited above, or repeated failure to observe rules or policies may result in expulsion.

A student or parent has the right to appeal recommendations for suspension or expulsion. If a student or parent does not agree with the decision of the program director, a meeting with the Superintendent may be requested.

Bringing Items from Home

Toys from home are a disruption in the school and they should stay at home. "Show and Tell" types of items (which are not usually toys) are welcome contributions to the classrooms. "Show and Tell" will be a scheduled event in the classroom.

Changes in Schedule

Changes in schedule will be made whenever possible, based on availability. All requests to change the schedule in any way need to be made in writing and taken to the office. Changes in schedule also affect the tuition agreement and may require additional fees.

Child Abuse Reporting Law Requirements

The Seashore Early Childhood Academy staff are REQUIRED by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receive annual training on recognizing and preventing abuse and neglect, including sexual abuse. Seashore Early Childhood Academy has made a commitment to help increase awareness and prevention techniques to employees and parents through training, memos and monthly newsletters. Seashore Early Childhood Academy will also coordinate with community organizations on strategies to prevent abuse and neglect. The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called. Some examples of abuse and neglect are leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks, or bruises on opposite sides of the body, and child hygiene issues. If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help.html The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

Children with Special Needs

Children who need special care due to disabling or limiting conditions must receive the care recommended by a health-care professional or qualified professionals affiliated with the local school district or early childhood intervention program.

Activities must integrate all children with us without special care needs. Equipment may need to be adapted, and methods may need to be varied to ensure the care of children with special needs in a natural environment. The Seashore Early Childhood Academy has limited resources for addressing certain disabilities and delays. Should the child require a higher level of care or supervision than the SECA staff can provide, additional resources may be required at the expense of the parents.

Documentation of Special Health Care Needs

A Care Plan will be in place for any child with special healthcare needs. The care plan will include a statement of the child's special care needs, special emergency procedures, and allergies, existing illnesses, previous serious illnesses and injuries, hospitalizations during the past 12 months, and any medications prescribed continuous, long-term use.

Closures

Should a weather-related emergency or another situation that would compromise the safety of our students, the SECA will be closed. For pertinent information, we ask our parents/staff to watch KRIS-TV for school closure updates. **If Seashore Charter Schools (Seashore Learning Center/Seashore Middle Academy) close due to the weather, SECA will also be closed.**

Custody Situations

The Seashore Early Childhood Academy prefers NOT to get involved with custody disputes. The Seashore Early Childhood Academy will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS. With, it is imperative that all enrollment forms are completed with both parents' information. A copy of a child's birth certificate may be requested at the Director's discretion. If a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, Seashore Early Childhood Academy has the right to terminate care.

Developmental Challenge Identification

Every effort will be made to identify learning and/or discipline problems early. The Director must be advised of existing problems when the child registers. The teacher will cooperate with parents to clarify/resolve new or existing problems. Recommendations for outside professional help may be deemed necessary. The best interest of the child is always of primary consideration.

Dispute Resolution

To provide a fair and efficient procedure to facilitate the resolution of disputes, and to preserve the integrity of the Seashore Early Childhood Academy, the following guidelines have been

established. A "dispute" may include any disagreement or conflict between individuals or with the policies of SECA or any disagreement with actions or decisions of administration.

A student who has a dispute with another student or with a teacher has the following course of action:

- Resolve the dispute in an amicable manner with the other person.
- Bring the dispute to the attention of the teacher.
- Discuss the dispute with his/her parent.
- Hold parent, student, and teacher meeting.
- Parents and/or students may discuss the dispute with administration.

A parent who has a dispute with a teacher, administration, or a parent who disagrees with the policy of SECA should:

- Bring the matter to the attention of the teacher or administration and attempt in good faith to work out the dispute directly with the person in question.
- If the dispute remains unresolved, or if the dispute relates to a policy of the SECA, then the matter should be brought to the attention of the SECA Director.
- If the dispute remains unresolved or the person disagrees with the decision of administration after consulting with administration, then the person may communicate the dispute or disagreement orally or in writing to the I.F. Board Liaison.
- The I.F. Board Liaison may either resolve the matter or refer the matter to the Island Foundation Board of Directors for a resolution. If the matter is referred to by the Board of Directors, its decision will be final.

Any member of the staff, administration, or parent of a student at the school who has a dispute with administration, or who otherwise disagrees with the policy of the school after consulting with administration, must communicate directly with the I.F. Board Liaison or full Board in accordance with the procedures and not with any individual Board member.

Emergency Preparedness plan

In the event of an emergency that requires on or off campus evacuation, the SECA has an Emergency Preparedness Plan in place. A copy of this plan is available to parents. The children will always be supervised by their classroom teachers, School Director, and all available staff. If the emergency necessitates the children to evacuate the campus, they will be walked to the St. Andrews By the Sea Church Parking Lot at 14238 Encantada Ave. Should an emergency or evacuation occur, if time permits, a notice will be placed on the front door of the building as to the location of the children. Phone calls to parents will be initiated immediately.

Field Trips & Transportation

Educational field trips are strongly encouraged at the Seashore Early Childhood Academy. Teachers must secure written permission from the parent(s) before any child is allowed to participate in a school-related field trip. **DFPS regulates that all children must remain with their assigned chaperones.** Volunteer drivers are also chaperones. Their driver's license and insurance information must be on file with the school. All students will be in a seatbelt or car/booster seat as per state law while being transported in vehicles other than a school bus.

On days of field trips, parents are asked to take their children's car seats to the school, unless the children are transported by school bus. You may choose not to have your child participate in a field trip. Unfortunately, due to increased staffing needs while offsite we may have to ask that you provide other accommodation for your child during field trip hours.

GANG-FREE ZONES

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone. Certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of Seashore Early Childhood Academy is a violation of this law and is therefore subject to increased penalty under state law.

HEALTH REQUIREMENTS

Health information and immunization records maintained in the office must be up to date. Allergies must be documented by a doctor's note.

HEARING & VISION SCREENINGS

Hearing and vision testing are required by the state for children aged 4 and older. Testing will be performed by trained professionals.

ILLNESS

Please notify the school if your child is ill. Your child must stay home if he/she has had a temperature over 100°F, has been vomiting, or has had diarrhea within the last 24 hours. If a child has a contagious disease, please notify the school immediately so that parents of children in the class can be notified so they can take preventative action or watch for symptoms.

An ill child must not be admitted for (or kept in) care if one or more of the following exist:

- The illness prevents the child from participating comfortably in activities.
- The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
- The child has any of the following:
    - Oral temperature 100.4 degrees or greater; rectal temperature 101.4 degrees or greater; armpit temperature 99.4 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicated that the child can be included in the facility's activities.
    - Symptoms and signs of possible severe illness (such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness (two or more episodes in 24 hours), rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs until medical evaluation indicates that the child can be included in the facility's activities.
    - The child has been diagnosed with a communicable disease or condition, until medical evaluation determines that the child is no longer communicable and is able to participate in the facility's activities.

If your child becomes ill while at school, we will contact you to come and pick up your child immediately. If we are unable to reach you, we will call the emergency contact listed in the children's file.

IMMUNIZATION REQUIREMENTS

Each child enrolled or admitted into SECA must meet applicable immunization requirements specified by the Texas Department of Health (TDH) as well as by the Corpus Christi-Nueces County Health Department. These requirements can be found at the Texas DFPS website www.dfps.state.tx.us.

LUNCHES AND SNACKS

Lunch is a social experience and an opportunity to refine manners. It is a time to enjoy pleasant conversation and good food. At SECA, teachers have lunch with the children in a family style.

Parents are to provide nutritious lunches from home daily; therefore, the *SECA is not responsible for the nutritional value of lunchtime meals.* When you send lunch from home, it should meet standard nutritional requirements. SECA provides morning snacks around 9:30 a.m. and afternoon snacks for children who are in our care during afternoon hours, at 3:30 p.m. daily. ***Children with special food needs are responsible for bringing their own snacks.***

In the spirit of educating the whole child, being aware of what we ingest is essential. Children are encouraged to eat healthy, balanced meals and snacks. Junk food is not appropriate. **Soft drinks, candy, and gum are not allowed.** Parents are responsible for providing a non-perishable lunch item as a back-up if your child arrives without lunch. Suggested items include soup, ravioli, etc. If a child arrives without lunch and no back-up is on hand, we will contact the parents to bring one. If we cannot make contact, we will provide the child with a supplemental lunch on an emergency basis to ensure that no child is denied lunch.
Although our children bring lunches, we do not eat out of our lunch bags/boxes. Wrappings are put into the lunch bags/boxes and removed from the tables before we eat. The children enjoy learning to prepare for, serve and clear away after a meal. They learn to wait for everyone to be ready before beginning to eat. The children are encouraged to peel and pour for themselves, as is developmentally appropriate.

Recommended lunches include nutritious soup, meat, fruit and/or vegetables, and bread. Please keep chips, candy, gum, cake, pies, or cookies at home to give to your child at your discretion. Most children bring a juice box or small bottle of water, however if no beverage is provided water will be served. Each child is encouraged to eat only as much as his/her hunger requires. Food from home that the child has not eaten, within teachers' discretion, will be packed into the lunchbox and carried home as feedback for the parents. Because of this, sharing or trading lunch items is not allowed.

Please note that from time to time we have students with food allergies. Depending on the severity and type of allergy it may become necessary to request that certain items not be brought to school. In rare cases, it may be necessary to eliminate certain food items. All parents will be notified in advance if this situation arises.

Medical Emergencies

If critical illness or injury requires immediate attention from a physician, the SECA must:

- Contact emergency medical services or take the child to the nearest emergency room.
- Give the child first-aid treatment or CPR when needed.
- Contact the physician identified in the child's record.
- Contact the child's parent.
- Ensure supervision of other children in the group.

Medication And Medical Assistance

Any prescription medications brought by parents for their child(ren) must:

- Be given to the child's teacher and be administered by staff only.
- Be in the original container.
- Be labeled with the child's name.
- Be labeled with the date.
- Include directions to administer the medication.
- Include the name of the physician prescribing the medication.

Administration of Over the Counter (OTC) medication must follow package directions unless amended, in writing by child's health care professionals. All medicines must be handed to the teacher and **never** stored in backpacks, pockets, or lunch boxes.
Whether prescription or OTC, parents are required to complete an Authorization for Dispensing Medication Form prior to administration of any medication. Any time medication is given, the caregiver will document it and ask you to sign the form when you pick up your child.

All non-prescription medications, including topical ointments such as diaper ointment, anti-itch cream, insect repellant, and sunscreen will be provided and labeled by parents with the child's name. They will be applied by staff as needed.

Monitoring System

Seashore Early Childhood Academy uses a monitoring system throughout their facility for the safety of the children and staff. The system is maintained by ADT Security Services.

Nursing Mothers

To accommodate nursing mothers, SECA provides a chair located in the staff lounge that enables a mother to breastfeed her child. Nursing mothers may also choose to provide breast milk to be given to their child while in our care.

Observations

Parents are always welcome to observe class at any time without a scheduled appointment or prior approval. There are specific guidelines available to keep this visitation from being disruptive to the class. When entering a room, please do so quietly. Make every effort not to interrupt the work that is going on. If you need to talk with the teacher, please walk over and wait for her/him to finish

before she/he can acknowledge you. Please do not call across the room to a child or adult. Be a good role model of respectful behavior.

Parental Notifications

Parents will be notified of daily happenings by the child's teacher either verbally or via parent folder. Additional information such as changes/updates to our SECA Parent Handbook will be posted at the center and/or sent out by the SECA Director via email, as necessary.

Parent-Director Meeting

Parents may request a meeting with the SECA Director at any time to discuss any questions or concerns they may have regarding the policies and procedures of our program.

Parent-Teacher Conferences

In the pre-kinder programs, parents meet with teachers at least twice a year. A parent-teacher conference may be initiated by either the parent or the teacher at any time.

Playground & Outside Guidelines

The staff is actively engaged with the children, involving them in gross motor activities and exercise. Teachers supervise children's behavior along with safe use of playground equipment.

Heat Index	
Less than 90 degrees	30 minutes
90 – 95	15 minutes in the sun, then up to 15 minutes in the shade
95 – 100	5 minutes in the sun, then up to 25 minutes of shade play
over 100	Shade play only, limited to 10 minutes
Wind chill	
Over 55	30 minutes
50 – 55	15 minutes
45 – 50	5 minutes
under 45	no outside time

*No outside time when raining, snowing, misting, etc.

Release of Children

All children are only released to the people listed on their admissions form. For your family's safety, we do ID. If you have planned a play date with a currently enrolled child, you must write a note releasing the child into that parent's custody for the day.

Parent Volunteers

Parent involvement is very important for both your children and the school. Children do not always see or appreciate your efforts in paying tuition. However, when your children see you volunteer your time and energy to the school, they do see how important their education and care is to you.

Opportunities for involvement include fundraising, assistance with lunches and parties, driving on field trips, board membership, and others. Parents may also assist by assembling materials and assisting in building/playground maintenance and repairs. Please contact the SECA Director with any ideas or projects you think will enhance the school. Parent volunteers, who make a consistent presence in the school, will require a background check and other paperwork per the State requirement.

Seashore Charter Schools Guidelines

The Island Foundation family encompasses a variety of programs including Seashore Early Childhood Academy and Seashore Charter Schools (Seashore Learning Center and Seashore Middle Academy). We try to have students from the Seashore Early Childhood Academy participate in various activities with Seashore Learning Center such as a Spring kindergarten visit. However, SECA is a private education program while SCS is a public charter school. Therefore, **in accordance with Texas law**, enrollment in the SECA in no way affects acceptance of the Seashore Charter Schools (SLC or SMA). All students, whether enrolled at the SECA or not, must follow the admissions procedure for Seashore Charter Schools. Admissions guidelines and enrollment forms are available at the school offices listed below:

Seashore Learning Center
15801 SPID
(361) 949-1222
www.seashorecharterschools.com

Seashore Middle Academy
15437 SPID
(361) 654-1134
www.seashorecharterschools.com

Seasonal Parties

Throughout the year, the SECA will have seasonal parties. For each of these, parents will have an opportunity to sign up to bring an item. As always, nutritional and allergy considerations are in order.

Student Progress

Progress Binders are kept on each child and utilized during conference times to make sure that developmental needs and family goals are met.

Toilet Training

Staff will closely monitor toileting and provide encouragement, direction and if needed, assistance using approved policy standards.
Children will be assisted in toilet training procedures using positive reinforcements and encouragement.

- Parents are to discuss a child's special routines and habits concerning toileting or assisting in toilet use with the director at the time of enrollment. The information will be shared with staff in team meetings and written recommendations.
- Soiled clothes will be wrapped in a plastic bag for transporting home.

Diapers ARE NOT PERMITTED. Pull-ups may be worn during nap times for our youngest learners. We understand accidents will happen, but it is our goal that all children recognize and communicate with their teacher when they need to use the restroom. Children must also be able to manipulate their clothing, unfasten and remove clothing to use the restroom and clean themselves with little to no assistance. It is for this reason that we discourage wearing belts or clothing with complicated snaps, buttons, or ties. We find the most success with toilet training when parents are practicing these same skills at home.
The SECA staff will help children that require assistance in the restroom for the first two weeks of school. If the child cannot willingly go potty on their own after two weeks in care, the child will be dismissed from school until he/she is fully potty trained, capable of the above guidelines, and when an opening is available. (Occasional potty accidents will NOT result in dismissal unless they become an ongoing occurrence)

WATER ACTIVITIES

We always maintain DFPS ratios, including water activities. Children are required to wear appropriate clothing for water activities including water shoes or closed-toed shoes, NO FLIP-FLOPS. Children must also have their own sunscreen labeled with their name. Only children whose parents have signed permission for water activities on the enrollment form will be able to participate. Activities include a variety of sprinklers, buckets, sponges, etc.

WEB SITE

The Island Foundation has a web site that includes information about the Seashore Early Childhood Academy. To view the web site, go to: www.seashorecharterschools.com and click on Private Education Programs. We would like to include pictures of the children during programming hours both in school and on field trips. We will not use any names to protect the privacy of our families. We will only include pictures of those children for whom we have a permission slip on file.

WITHDRAWAL

A 2-week written notice is required for withdrawals. If a child withdraws from school, arrangements must be made through the office. Many fees are not refundable, as explained in the registration packet and the tuition agreement. Parents will continue to be billed and are responsible for all the fees incurred until the school is notified, in writing, that the child is withdrawing.

SECA Emergency Preparedness Plan

Four Step Crisis Response Plan:

1. Determine the "Building Status"

In a crisis or emergency, the Crisis Team will meet to determine the status of the building to ensure the safety of every individual in the building.

There are three modes to "building status."

Building Mode:	Example:
1. Evacuation	Fire, Bomb threat, Gun/Weapon/Hostage Situation, Gas Leak, or other Inside Contamination
2.Lock Down	Intruder/Weapon Situation, Outside Contamination, Other Inside Emergency
3. Take Cover	Tornado/Threatening Weather, Other Outside Disaster

2. Crisis Team/ Staff Assume "Emergency Stations"

Teaching Staff will be with their assigned students. This may be inside or outside the building. Teachers should have a class roster, class binder and emergency sheets with them in case of evacuation.
Crisis team and other staff will assume emergency stations. An emergency station is an area inside or outside the building to which at least one person has been assigned as a "supervisor."

3. Crisis Team & Staff "Implement Communications."

A) Crisis team meets/continues meeting.
B) Instructions and communications to staff are ongoing.
C) Contact is made with the Island Foundation Office, Police Departments, Fire Departments, etc.
D) Communication Center is established for communications with parents.

4. "Post Crisis Follow Up."

A) Crisis team meets for evaluation.
B) Staff receive further communication from Crisis Team or Island Foundation Board
C) Crisis Team/Staff convey information to students & parents as appropriate.
D) Crisis Team conducts debriefing with staff.

Crisis Team Emergency Stations:

Position	Emergency Station
SECA Director	Location of Crisis
Admin Assistant	Front Hallway and office area

Evacuation Guidelines

(Ex: Fire, Bomb Threat, etc.)

A. Alarm sound or announcement made.
B. Students remain quiet, follow the evacuation route from their room to the designated area.
C. Teachers should take an emergency binder and close all doors and windows to the room.
D. Children under 24 months, who have limited mobility, or otherwise may need assistance in an emergency will have a staff member assigned for his/her safe and timely evacuation.
E. Seek alternate routes if the door or hallway is blocked.
F. Move to designated area after exiting building. Take rollcall and account for all students.
G. Wait for the "All Clear" signal of a verbal announcement to re-enter the building or i32wait for further instructions.

First Evacuation Site: Meet in front of Seashore's Dolphin Building
15733 SPID, Corpus Christi, TX 78418

Relocation Site: Meet in parking lot of St. Andrew By the Sea Church
14238 Encantada Ave, Corpus Christi, TX 78418

Staff and Children will wait for parents and not return to the SECA until further notice. Staff will begin to call parents on cell phones when and if it's determined children need to be picked up early.

Lock Down Guidelines

(Ex: Intruder, Inside Emergency, etc.)

A. An announcement was made about the lockdown.
B. Students and staff should immediately clear the halls and playground and move to a secure location inside the building.
C. Classroom doors should be closed and locked until opened by an officer or Crisis Team Member. Take rollcall, account for all your students.
D. Doors, windows, and interior windows should be covered. As stated in our plan, blinds on windows that open to the outside of the building should be left open so that officials or officers can see into the rooms.
E. The lights should be turned off and students should remain quiet.
F. Students and staff should wait for further instructions or notifications.
G. A lockdown is concluded only with notification by law enforcement personnel and/or school authorities.

Staff and Children will wait for parents and not return to SECA until further notice. Staff will begin to call parents on cell phones when and if it's determined children need to be picked up early.

Take Cover Guidelines

(Ex: Tornado, Severe Weather, etc.)

A. An announcement is made in person that a "Take Cover Mode" is to begin.
B. Students remain quiet and follow the emergency route to the designated area.
C. Teachers should take an emergency binder with them.
D. Students should form single file lines and leave an aisle for supervision. (The "take cover" position should be taken only on directions from a supervisor). Take roll and account for all students.
E. Students and staff should return to class on directions from a supervisor, or a verbal confirmation from a member of the Crisis Team.

Staff and Children will wait for parents and not return to SECA until further notice. Staff will begin to call parents on cell phones when and if it's determined children need to be picked up early.

PARENT HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I can access the 2025-2026 Seashore Early Childhood Academy Parent Handbook on the school website at www.seashorecharterschools.com
I agree to comply with the policies and guidelines therein.

In addition, I understand that participation in the SECA Preschool program does not guarantee enrollment in Seashore Charter Schools.

Parent/Guardian Signature Date

Child(ren)'s Name(s)

*If you are unable to access these documents, please stop by the preschool office for a copy.
*Updates of this handbook will be sent home with enrolled children as needed via hard copy in parent folders and email.