

Parent Handbook

Northridge Child Development Center



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NCDC Staff Bios



Heather Kolodziej
Director

Mrs. Kolodziej graduated from Texas A&M University with a degree in Early Childhood Education. She taught for seven years, the last five of those as a 2nd grade teacher in Plano ISD. After staying home with her two boys for a few years, Mrs. Kolodziej started working at NCDC in 2015 in the Pre-K 4 class. Her younger son attended NCDC and is now in 7th grade at Hill Middle School. Her older son is in 9th grade at Bryan Adams H.S. Mrs. Kolodziej was hired as the NCDC Director in January 2021. She is heavily involved with PTA at her sons' school.



Taylor Thompson
Operations and Curriculum Coordinator

Mrs. Thompson graduated from Texas A&M University with a degree in Education. She taught for ten years in public education before having children. More recently Mrs. Thompson has subbed at NCDC and worked with the Busy Bees class before transitioning to her role as an office manager and curriculum coordinator last year. Her three kids (4th grade, 2nd grade, Pre-K 4) and their activities keep her busy and fulfilled but when there is extra time, Mrs. Thompson enjoys playing mahjong, weekend getaways and karaoke.



Kristin Trojan
Outstanding Owls (4s) Teacher

Mrs. Trojan holds a Bachelor of Science in Speech Pathology from the University of Texas at Austin. Mrs. Trojan taught preschool for eleven years at White Rock North School, working with the 3-year-old and the pre-k class. This is Mrs. Trojan's 14th year at NCDC where she has worked in the Pre-K 3 and Pre-K 4 classes. Mrs. Trojan and her husband Jerry have two daughters, Erin who recently graduated from the University of North Texas, and Kate who is a sophomore at University of New Mexico. She is an active member of First Presbyterian Church and loves spending time as an empty nester, traveling with her husband and two dogs.



Laura Graham
Outstanding Owls (4s) Teacher

Mrs. Graham holds a Bachelor of Science in Education, Pre-K – 6th, with a preschool endorsement from Texas Tech. She has taught preschool and kindergarten in public schools for approximately 20 years. This is Mrs. Graham's third year working in the Pre-K 4 class. She has 2 sons (one lives in Ft Worth, the other near Fredericksburg) and one daughter (who lives in Lakewood) that bring her so much joy. Outside of the classroom you will find her traveling, going for a hike, doing yoga and spending time with her wacky grandkids.

NCDC Staff Bios



Jennifer Heckendorn
Friendly Foxes (3s) Teacher

Mrs. Heckendorn graduated from Florida Atlantic University with a degree in Biology. With over 15 years of experience in early childhood education, she has spent time observing classrooms, mentoring at-risk children, and substitute teaching.

Her daughter, Hannah, is a recent graduate of Pitzer College and currently lives in Los Angeles. Her son, Philip, is a junior at the McCombs School of Business at the University of Texas. Now adjusting to the rhythm of an empty nest, Mrs. Heckendorn enjoys gardening, reading, barre classes, traveling, and her newest hobby—watercolor painting



Katlin Cutbirth
Friendly Foxes (3s) Teacher

Mrs. Cutbirth grew up in East Texas and earned her degree from East Texas A&M University (formerly Texas A&M University—Commerce). She moved to East Dallas in 2021, where she lives with her husband and daughter. Mrs. Cutbirth has experience teaching children ages 3–6 in both general education and special education settings. Her daughter will be a Busy Bee at NCDC this year, and she's excited to jump back into the classroom after working from home the last few years. Mrs. Cutbirth is looking forward to the journey ahead with her Friendly Foxes and their families!



Celina Torres
Friendly Foxes (3s) Teacher Assistant

Mrs. Torres has been working with children for 14 years. She worked as a lead teacher at a private preschool for 4. She was a Behavioral therapist for some time. Mrs. Torres is currently a part time nanny and has been a nanny for many amazing children. Mrs. Torres grew up in Lewisville tx. enjoys being cozy at home with her husband, cat and dog. She spends her free time going to local events and crafting. Mrs. Torres is very excited to spend her 2nd year at NCDC and meet our new friendly foxes.



Katherine Harmon
Friendly Foxes (3s) Teacher Assistant

Mrs. Harmon grew up in Louisiana and holds a BA in psychology from Duke and a law degree from UT Austin. After leaving the law and raising her son and daughter (now 21 and 22) through Lakewood Elem and beyond, volunteering in their schools and the community all the while, Ms. Harmon worked as a certified Teachstone classroom observer/evaluator (preK - 2nd) with SMU's Center on Research and Evaluation. She enjoys her work as a volunteer at the Dallas Zoo, and living the empty-nester life with her husband Rick. She is very excited to return for her 2nd year at NCDC and can't wait to know and love the newest Friendly Foxes--and all of the other students--this year!

NCDC Staff Bios



Angie Woltjen
Busy Bees (2s) Teacher

Mrs. Woltjen graduated from Southern Methodist University with her husband of 30 years. She has 19 years of experience working in the preschool environment. Mrs. Woltjen taught technology to 2.5-5 year olds for seven years. She then served as assistant director at The Children's Center for ten years. She has two grown children; Julia lives in Chicago and is an Art Therapist and Lucas will pursue a career in the air force as an officer.



Michelle Janssen
Busy Bees (2s) Teacher

Mrs. Janssen graduated from Oklahoma State University with a BA in Journalism and Broadcasting. She minored in Speech Communication. After graduation, she worked in public relations and marketing for 8 years. After staying home with her kids for a few years, she joined our NCDC family. This is Mrs. Janssen's seventh year at NCDC teaching in the Pre-K 2 classroom. She has two daughters, one at Ursuline Academy of Dallas and one at Lakehill Preparatory School. In her spare time she enjoys spending time with her family, cycling, and skiing.



Lesslie York
Busy Bees (2s) Teacher Assistant

Mrs. York grew up in Fort Worth and has a merchandising degree from Texas Christian University. She taught Pre-K 3 for eight years at The Children's Center. This will be her third year at NCDC.

She recently celebrated her 31st wedding anniversary with her husband David. She has two grown daughters. Haley graduated from Texas A&M with a marketing degree and got married in May 2024. Emily attended Texas Tech and is currently working in the hospitality industry for Hyatt. In her free time she enjoys doing yoga.



Stephanie Wachsman
Busy Bees (2s) Teacher Assistant

Ms. Wachsman worked as a licensed cosmetologist for 5 years before dedicating 18 years to being a stay-at-home mom. She has been subbing at NCDC for the last year and a half. She has three children.

Her daughter, Sydney, is an optometry technician; son, Dylan is perusing a degree in agribusiness at Tarleton State University; and youngest son, Case, is a Freshman at Jesuit. In her free time she enjoys refinishing furniture and working on home improvement projects.



Martha Wieser
Busy Bees (2s) Teacher Assistant

Mrs. Wieser graduated from University of Virginia with a degree in psychology. She spent more than 10 years teaching PreK and 2nd grade at Parish Episcopal School and Hockaday. She left the classroom to raise her own children, and obtained her masters of education from SMU with an emphasis in dyslexia. She began subbing at NCDC two years ago and is excited to be a regular assistant with the Busy Bees on Tuesdays this year. Outside of school, beyond spending time with her husband, sophomore son at Jesuit, and seventh grade daughter at Saint Thomas, she enjoys working out,

NCDC Staff Bios



Brittany Jackson
Outstanding Owls (4s) Teacher Assistant

Ms. Brittany is thrilled to be joining the amazing team at NCDC. She is a proud mom of two boys! A 17 year old and a 10 year old who inspire her daily and remind her of the importance of patience, compassion, and consistency. She is currently working toward earning her CDA (Child Development Associate) credential. When she's not teaching, Brittany also works as a nanny and in her free time she enjoys going to museums and shopping with her children and her fiancé.



Nicole McIntire
Outstanding Owls (4s) Teacher Assistant

This will be Mrs. McIntire's fourth year at NCDC. After staying home with her children for several years, she began subbing and discovered a love of working with preschool students. Mrs. McIntire has three children. She has two sons, one just graduated Bryan Adams High School and in the Navy, and her younger son is just starting Bryan Adams HS. She also has a daughter who attends sixth grade at Hexter Elementary. In her free time, she enjoys reading and gardening.



Abby Munn
Teacher Assistant

Ms. Abby loves being a teacher's assistant at NCDC. This is her third year helping in the classrooms. She attends Northridge Presbyterian Church. She is a graduate of Woodrow Wilson High School. She loves children and is happy to be here helping two days a week! She loves traveling with her family and spending time with her nieces and nephews. She is also a very active member of the church.



Vision, Mission, and Educational Philosophy



Our Vision

At **Northridge Child Development Center** (NCDC), our primary goal is to foster the development and bolster the self-esteem, creativity, and imagination of children through our comprehensive preschool program.

We are dedicated to nurturing physical, social, and emotional growth by creating a supportive environment where children can thrive.

NCDC does not discriminate on the basis of gender, race, or religious beliefs.

Our Mission

Our mission is to provide a safe, inclusive, and stimulating early childhood education that fosters the intellectual, emotional, and physical development of each child.

We strive to:

- Encourage independent thinking and problem-solving skills.
- Introduce children to quality literature
- Support the social and emotional growth of children through meaningful interactions.
- Foster creativity and imagination through hands-on learning experiences.
- Partner with families to create a strong home-school connection.
- To serve as an outreach of Northridge Presbyterian Church
- Provide a caring, nurturing program staffed with qualified teachers

Our Educational Philosophy

At NCDC we believe that children learn best through play, exploration, and guided discovery. Our curriculum is designed to support whole-child development by integrating the following approaches:

01 Play-Based Learning

- Encourages active engagement and joyful learning.
- Builds foundational skills in literacy, numeracy, and social interaction.
- Develops problem-solving and critical thinking abilities.

02 Social-Emotional Development

- Teaches children how to express emotions and communicate effectively.
- Promotes empathy, cooperation, and self-regulation.
- Creates a warm, inclusive classroom environment.

03 Hands-On Exploration

- Provides sensory-rich experiences through arts, music, science, and nature activities.
- Encourages creativity and innovation through interactive projects.
- Develops fine and gross motor skills through active play.

04 Early Literacy & Language Development

- Teaches children how to express emotions and communicate effectively.
- Promotes empathy, cooperation, and self-regulation.
- Creates a warm, inclusive classroom environment.

05 Family Partnership

- Recognizes parents as a child's first and most important teachers.
- Provides opportunities for parent involvement in school activities.
- Encourages open communication and collaboration between families and teachers.



Student Profile

At Northridge Child Development Center, we embrace the uniqueness of every child while nurturing essential developmental skills. Our ideal student profile includes:



Curious
learner



Confident
communicator



Creative
thinker



Growing
individual



Joyful
Learners



Kind
friend



We believe that every child is **capable, competent, and ready to learn in their own unique way.** Our goal is to guide them in building **confidence, curiosity, and compassion** as they take their first steps in their educational journey.



Curriculum & Teaching Methods

We believe that early childhood education should be engaging, hands-on, and developmentally appropriate. Our curriculum is carefully designed to nurture academic, social, emotional, and physical growth in young children while making learning fun and meaningful.

Our Curriculum

Our preschool program follows a play-based, child-centered approach with structured and unstructured learning activities. We incorporate elements from research-backed early childhood education frameworks, including:

Play Based Learning

Allows children to engage imaginatively and actively with their environment.

Second Step

Fostering social and emotional skills to grow the whole child.

State of Texas Pre-K Standards

For academics we follow the State of Texas guidelines.

[Click Here.](#)

Our curriculum focuses on the following key developmental areas:



Teaching Methods

Our educators use a combination of structured instruction and free play to create a well-balanced learning experience.



01 Hands-On Learning

Children engage in active exploration, using real-world materials to enhance understanding.



02 Teacher-Guided & Child-Led Learning

Encouraging curiosity and problem-solving through discovery-based experiences.



03 Outdoor Learning

Utilizing nature as a classroom to develop observation skills and appreciation for the environment.



04 Whole-Child Approach

Addressing cognitive, emotional, social, and physical development.



Class Structure & Classroom Setup

At NCDC we provide a nurturing and structured environment that supports the unique needs of every child. Our class structure is designed to encourage socialization, exploration, and individualized attention, ensuring that each child receives the best possible start to their educational journey.

Class Categories & Age Groups

2's **Busy Bees** 2 - 3 years old

Teacher Ratio
12 students: 2 teachers

- Focuses on early socialization, sensory exploration, and foundational motor skills.
- Activities include music, movement, hands-on exploration, and simple routines to build independence.

Daily Structure

- Circle time with songs and stories.
- Sensory play activities such as water tables, finger painting, and texture boxes.
- Gross motor development through soft play and movement exercises.
- Snack time and supervised free play.
- Rest/nap time offered.

3's **Friendly Foxes** 3 - 4 years old

Teacher Ratio
12 students: 2 teachers

- Encourages language development, cooperative play, and problem-solving.
- Introduces early literacy, numeracy, and creative arts through play-based learning.

Daily Structure

- Morning greetings and structured group activities.
- Learning centers that focus on letters, numbers, shapes and fine motor skills.
- Outdoor play to develop physical coordination and teamwork.
- Thematic storytelling and hands-on science exploration.

4's **Outstanding Owls** **Teacher Ratio** 4 - 5 years old **12 students: 2 teachers**

- Prepares children for kindergarten readiness by enhancing cognitive, motor, and social skills.
- Engages students in structured activities, group discussions, and hands-on experiments to foster curiosity and academic growth.

Daily Structure

- Interactive math and literacy sessions.
- Kindergarten readiness activities.
- Social-emotional learning through guided role-playing and problem-solving games.
- Outdoor nature exploration and physical fitness activities.



Daily Schedule & Routine



At NCDC, we believe that consistency and structure are essential for young children's development. Our daily schedule provides a balance between structured learning, free play, rest, and exploration, ensuring that each child receives the best possible early learning experience.

NCDC follows the DISD elementary calendar concerning holidays and is in session August-May. Students start the week after DISD and end the week before DISD.

School Hours & Drop-Off/Pick-Up Policy

01 Operating Hours

Busy Bee (2yo classes) Monday - Wednesday, 9:30 AM - 2:30 PM
Friendly Foxes (3yo classes) Monday- Thursday, 9:30 AM- 2:30 PM
Outstanding Owls (4yo classes) Monday- Thursday, 9:30AM-2:30PM

02 Marvelous Mornings Extended Care Drop-Off

8:30 - 9:30 AM (extra fees applied)

03 Afternoon Pick-Up

2:15 - 2:30 PM (late fees applied after 2:35 PM)

04 Amazing Afternoons Extended Care

2:30-3:30 PM Monday - Wednesdays (extra fees applied)

05 Pick-Up Authorization

Only listed guardians may pick up a child.

Drop-Off Policy (9:30-9:45 AM)

Parents/caregivers will:

- Enter through the double doors near the church office and then will walk inside the school using door by school office.
- Help the children put items in their cubby and escort them to their classroom door. Goodbyes will be done at the door, not inside the classroom.
- Sign in their child upon arrival on Brightwheel.
- Notify the school on Brightwheel in advance if arriving after 9:45 AM. Doors lock at 9:45 AM.

Pick-Up Policy (2:15-2:30 PM)

Parents/caregivers will:

- Notify staff in Brightwheel about designated pick up changes prior to dismissal.
- Note: Only authorized individuals listed on the child's emergency contact form may pick up the child. An ID must be shown at pick up. If additional contacts need to be added to the emergency contact list message on Brightwheel.
- Incur a late pick-up fee of **\$5/minute** applied after 2:35 PM (unless enrolled in extended care). Your child needs the security of knowing you will be on time everyday.
- Sign out their child on Brightwheel before leaving the premises.

Daily Schedule Overview

Busy Bees	Friendly Foxes	Outstanding Owls
Welcome/Table Activities	Welcome/Table Activities	Welcome/Table Activities
Welcome Circle	Welcome Circle	Welcome Circle
Outdoor Play	Specials	Snack
Specials	Outdoor Play	Specials
Lunch	Lunch	Learning Tables
Learning Centers	Learning Centers	Lunch
Outdoor Play	Outdoor Play	Learning Centers
Snack	Snack	Outdoor Play
Nap/Quiet time	Closing Circle	Closing Circle
Closing Circle	Puzzles/Dismissal	Puzzles/Dismissal

Specials Schedule

Monday	Tuesday	Wednesday
Mindfulness Monday	Music Stars	Gardening/ Science

We recognize the importance of rest in a child's development. Our Nap & Rest Time Policy ensures that children have a comfortable and relaxing break during the school day.

Busy Bee's Nap Time Schedule

Nap/Rest Time is
1:00-2:00pm

Children who would
like to nap will go to
Ms. Woltjen's
classroom

All children in Busy
Bees participate in
nap time or rest
time

Rest time helps improve attention span, mood regulation, and cognitive function.

Nap Supplies & Comfort Items

Parents provide the following **labeled** items for nap time:

Nap mat

Soft comfort item
(e.g., small stuffed
toy) (optional)

small blanket
(optional)

- All nap items will be sent home for weekly washing.
- Children are encouraged to rest quietly, even if they do not fall asleep.



Enrollment Policies & Required Documents

At NCDC, we strive to make the enrollment process smooth and transparent for all families. Below, you will find the eligibility requirements, required documents, and important policies related to admissions.

Enrollment Eligibility

Children must meet the following requirements to enroll at NCDC

01 Busy Bees (PK-2)
2 - 3 years old

The child must turn 2 years old by September 1st

02 Friendly Foxes (PK-3)
3 - 4 years old

The child must turn 3 years old by September 1st and be fully potty trained

03 Outstanding Owls (PK-4)
4 - 5 years old

The child must turn 4 years old by September 1st and be fully potty trained.

Children must meet all immunization requirements before the first day of school.

Required Documents for Enrollment

Parents must submit the following documents to complete the registration process:

- 1. Registration Packet**
available at the school office or on Brightwheel
- 2. Enrollment Agreement**
available at the school office or on Brightwheel. Attached to Registration Packet.
- 3. Medical Release**
available at the school office or on Brightwheel
- 4. Current Immunizations**
The most current immunizations from your doctor must be on file. Upload to Brightwheel or bring a paper copy to the office.
- 5. Health Statement**
available at the school office or on Brightwheel. Sometimes this is included on your Immunization Record from your pediatrician.
- 6. Photo Release**
available at the school office or on Brightwheel
- 7. Parents Rights**
included at the end of this handbook and available at the school office or on Brightwheel
- 8. Handbook Agreements**
included at the end of this handbook and available at the school office or on Brightwheel

All required documents must be submitted before the child's start date.

Tuition & Fees Policy

We offer flexible payment plans to accommodate families' needs. Below are the tuition fees for the 2025-2026 school year:

Tuition Rates (Per Child)

Class Level	Annual Tuition Paid in Sept	Semester Plan Paid in Sept and Jan	Monthly Plan Paid Sept- May
2 YOs (Bees)	\$6,820 per year	\$3,410.23 per semester	\$757.83 per month
3 YOs (Foxes)	\$6,723 per year	\$3,361.66 per semester	\$747.04 per month
4 YOs (Owls)	\$7,370 per year	\$3,684.87 per semester	\$818.86 per month

Tuition is collected via Brightwheel or check on the 1st of each month for monthly plans and the first of each semester for semester plans

Additional Fees

- 1. Non-Refundable Registration Fee**
\$400 (due upon registration).
- 2. Materials & Supplies Fee**
\$75/semester, \$150 / year
- 3. Extended Care Program Fee**
Marvelous Mornings: \$20/day. See director for packages.
Amazing Afternoons: \$20/day. See director for packages.
- 4. Late Pickup fees**
\$5/minute if after 2:35pm
- 5. Late Payment Fee**
\$50 if tuition is not received by the due date.



Health & Wellness Policies



At NCDC, we prioritize student health and well-being. Our policies help create a safe, clean, and supportive environment for all children.

Immunization & Health Records, Hearing & Vision Screening

Hearing and Vision Screening results are required to be submitted for those that turn **4 years old by Sept 1 of the current school year.**

All children must have up-to-date immunizations on file before the first day and updated annually

A Health Statement from the doctor must be provided for all new students. See the form attached on Brightwheel.

Medical exemptions must be approved by a licensed physician.

Illness Policy

When to Keep Your Child at Home

Children **must** stay home if they have:

- Fever of 100.4°F (38°C) or higher (must be fever-free for 24 hours without medication to return).
- Vomiting or diarrhea in the past 24 hours.
- Unexplained rash, impetigo, pink eye, or contagious illness.
- Persistent cough, difficulty breathing, or flu-like symptoms.
- Head lice

If a child exhibits any of these symptoms while at school, the child's parents will be notified and must arrange for immediate pick-up.

All parents are notified in case of any reports of head lice, contagious disease, etc.

Teachers and staff must abide by these same guidelines pertaining to illnesses. Teachers are also required to submit current immunizations each school year.



Medication Policy

Medications will not be dispensed at school, unless we have a written and signed instructions from the parent(s) and an emergency care plan from a pediatrician, or for cases where a child may need an Epi Pen.

All medications kept at school under an emergency care plan must be current and up to date. We will not keep expired medication!

No medication (including cough drops) should be left in a child's backpack

Allergy & Food Safety Policy

Please give the office an emergency care plan to have on file, if applicable. See the form attached on Brightwheel.

Parents must disclose food allergies or dietary restrictions during enrollment on the Registration Packet and alert teachers verbally on or before the first day of school.

EpiPens and inhalers must be provided by parents if needed. All medication must be a current prescription and labeled with name and dosage

Our primary responsibility is student safety. We will eliminate foods from classrooms that have been determined to cause allergic reactions in children.



Food & Snack Policies



Home-Packed Lunch

- Parents must provide a lunch and water daily.
- Parents are encouraged to pack items in disposable containers that students can handle independently.
- Please label EVERYTHING. (eating utensils, ice packs, water bottles, etc.)
- Lunch should be healthy and balanced, avoiding sugary snacks and sodas.
- Please cut food into safe bites.
- The teacher will let you know if there is a specific allergy for your classroom with foods to avoid.



Snacks

- Parents will receive a snack schedule.
- Each family will be given weeks to bring the class snack.
- Items do not have to be individually packaged but should be low in sugar.
- Suggestions of possible snacks:
 - grapes (cut into fourths)
 - apple slices
 - baby carrots
 - cheese sticks
 - crackers
 - yogurt
 - pretzels
- **ALL FRUITS AND VEGETABLES MUST BE WASHED AND PRE-CUT.**



On your child's birthday parents may bring cookies or cupcakes for their special day!



Inclement Weather & Disaster Preparedness





Incident Weather

- NCDC follows the school closings for the Dallas Independent School District.
- Incident weather days will not be made up.
- You will be notified in the Brightwheel App if the school is closed.



Disaster Preparedness

- Staff and students participate in drills each month. The plan is on file in the office.
- In case of any situation, teachers will move or evacuate students, call 911, and then begin to notify parents through Brightwheel, email and phone.
- In the event that it is not safe to stay on the premises, the preschoolers will be evacuated to ASI Gymnastics at Mockingbird and Hillbrook.



NCDC is a gang-free, gun-free zone. Any offenses related to organized criminal activity within 1,000 feet of the preschool is subject to harsher penalty under the Texas Penal Code.



Preventing & Responding to Abuse or Neglect of Children

Teachers at NCDC are required to complete 24 hours of training each year. A portion of that training is required to focus on preventing and responding to abuse or neglect of children.

Staff Guidelines

Keep Records

- Each teacher is required to keep a written log describing what is observed or said by a child suspected of being abused or neglected.
- This documentation must be dated and verified by another teacher.

Director notification and involvement

- The director will keep a log of conferences with the teachers about observations made of the child in question.
- The director will observe the child in question and document observations.

Call the Child Protective Services or Child Abuse Hotline

- The teachers and director will act upon the advice of Child Protective Services or the Child Abuse Hotline.

If a parent is a victim or suspects a child is a victim of abuse or neglect, he/she can contact the Texas Department of Family and Protective Services Dallas intake office at 214-583-4253 or on their website, www.dfps.state.tx.us. To call the Child Abuse Hotline, dial 1-800-252-5400 or visit their web site at www.txabusehotline.org

Northridge Child Development Center follows Minimum Standards for Child Care Centers. These standards can be viewed at www.dfps.state.tx.us along with the most recent licensing report.



Discipline Management

Discipline Management

- Discipline is handled in a gentle, non punitive manner.
- Natural, respectful and logical consequences are utilized.
- Students will be redirected, and if needed, have supervised time away from the group that will be limited to no more than 1 minute per year of the child's age.
- The goal is to encourage children to become respectful and responsible decision makers.

Extreme Behavior

- Extreme behavior such as biting, hitting and kicking may require a conference between the teachers, parents and director.
- In some cases we recommend a therapist observing the student at the school.
- If after 4 occurrences of extreme behavior without improvement , we reserve the right to suspend the student for 1 month.
- After 1 month, if the child returns and the previous behavior continues, we reserve the right to expel the child for the remainder of the school year.





Dress Code & Personal Belongings Policy

We encourage children to wear comfortable, weather-appropriate clothing that allows for safe movement, active play, and independent self-care. Our dress code promotes practicality, safety, and school identity while allowing children to express themselves.

Dress Code Guidelines

Comfortable, Play-Appropriate Clothing

- Children should wear loose, breathable clothing that allows free movement.
- Clothes should be easy for children to manage (e.g., elastic waistbands instead of buttons/zippers).

Weather-Appropriate Attire

- Cold Weather: Coats, gloves, hats, and closed-toe shoes. **We will not go outside if the temperature or wind chill is below 40 F.**
- Warm Weather: Lightweight, sun-protective clothing and a wide-brimmed hat for outdoor play. Please apply sunscreen/bug spray prior to school. **We will not go outside if the heat index is greater than 100 F.**



Shoes for Safety

- **Closed-toe shoes with rubber soles are required.**
- No sandals, flip-flops, or shoes with wheels (to prevent injuries).

Extra Clothing Requirement

- Parents must provide a labeled extra set of clothes (shirt, pants, socks, and underwear) in case of spills or accidents.



All clothing and accessories must be labeled with the child's name to prevent mix-ups.



What Not to Wear

- Clothing with inappropriate images, logos, or slogans.
- Jewelry or accessories that pose a safety risk (e.g., dangling earrings, long necklaces).
- Costumes or dress-up clothes (except on designated theme days).
- Shoes with wheels, flip-flops, or heels.

Personal Belongings Policy

Items to Bring Daily

- **Backpack**
large enough for a lunchbox, extra clothes, and water bottle
- **Reusable Water Bottle**
labeled with the child's name
- **Lunch & Snacks**
check with your child's teacher about any allergies in the classroom
- **Nap-time Items**
blanket, soft toy, pillow if applicable

Items Not Allowed at School

- **Toys from home**
except for special sharing days
- **Electronic devices**
tablets, smartwatches, phones
- **Expensive or sentimental items**
the school is not responsible for lost or damaged items

By following this dress code and personal belongings policy, we ensure that all children feel safe, comfortable, and prepared for a fun and active day at school.



Parent Involvement Opportunities



We offer various ways for parents to be actively engaged in their child's preschool experience:



Classroom Involvement

- **Guest Reader Program**
Parents can visit the class to read a story.
- **Special Skills Sharing**
Parents with unique skills (e.g., music, cooking, art) can lead an activity.
- **Helping with Art & Science Projects**
Assisting children with hands-on activities.



School-Wide Volunteering

- **Class Parties**
Parents can volunteer to plan multiple parties throughout the year.
- **Event Planning Committee**
Assisting with school-wide events.
- **Fundraising & Donation Drives**
Helping organize fundraising efforts.



Communication Between School & Parents

We prioritize open and transparent communication with families. Below are the ways we keep parents informed:

Weekly & Monthly Updates

- **Monthly Newsletters**
Sent via Brightwheel and paper copy put in child's cubby, summarizing classroom highlights and upcoming events.
- **Monthly Calendars**
Distributed at the start of each month with key dates and activities.

Direct Communication

- **Parent-Teacher Conferences**
15 minute session held in April. **Students do not attend school the day of conferences.** Additional conferences available upon request.
- **Weekly Updates via Brightwheel**
Parents receive photos, messages, and reports through Brightwheel.
- **Email & Phone Support**
Teachers and staff are available for inquiries during school hours. Brightwheel is the fastest way to communicate.



Parent–Teacher Conferences

Formal parent-teacher conferences are scheduled in April to discuss:

- A written summarization of the child’s progress.
- A Kindergarten Readiness Test is administered to the students in the Outstanding Owls. Results are shared during conferences.

Additional conferences can be scheduled if needed.

School Visitation Policy

Parents are welcome to visit the school, but for security reasons, the following policies apply:

- All visitors must check in at the front office.
- Classroom observations should be pre-arranged with the teacher.

The chair of the school board, Sarah Nicholson, is available if there are questions or concerns concerning the school’s policies, procedures, teachers or director. She can be reached at sarahmnicholson@gmail.com.



Parent's Rights

Parent's Rights

This form provides the required information per Chapter 42 of the Human Resource Code (HRC) Section 42.04271.

Directions: Parents will review these rights upon enrolling their child.

Rights of Parent or Guardian

A parent or guardian of a child at a child care facility has the right to:

- (1) enter and examine the child care facility during the facility's hours of operation without advanced notice; (2) review the child care facility's publicly accessible records; (3) receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- (4) obtain a copy of the child care facility's policies and procedures;
- (5) review, at the request of the parent or guardian, the facility's:
 - (A) staff training records; and
 - (B) any in-house staff training curriculum used by the facility;
- (6) review the child care facility's written records concerning the parent's or guardian's child;
- (7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
 - (A) video recordings of the alleged incident are available; (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own;
and
 - (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- (8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- (9) be provided the contact information for the child care facility's local Child Care Regulation office;
- (10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and
- (11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility.

Signature of Parent or Guardian

Date

Resources

Facility Information and Online Compliance History: <http://txchildcaresearch.org> Child Care Regulation Contact Information: <https://www.hhs.texas.gov/services/safety/child-care/contact-child-care-regulation>



Acknowledgment & Agreement Form



We require all parents or guardians to review and acknowledge the policies outlined in this Parent Handbook. This ensures that families understand the expectations, procedures, and commitments necessary for a positive school experience.

Parent Handbook Agreement

I,, the parent/guardian of, have read and reviewed the Northridge Child Development Center's Parent Handbook for the 2025-2026 school year. I acknowledge and agree to the following:

- I understand and agree to abide by the tardiness policies.
- I acknowledge and will follow the health and illness policies, including immunization and medication requirements.
- I will comply with the school's dress code and personal belongings policy.
- I understand the tuition, fees, and payment deadlines and agree to fulfill all financial obligations.
- I agree to communicate with the school regarding any concerns, absences, or emergency situations.
- I understand my Parent's Rights presented in this document.
- I understand that failure to comply with school policies may result in a meeting with the administration and, in severe cases, impact my child's enrollment status.

Parent/Guardian Signature

Parent/Guardian Name: _____

Signature: _____

Date: _____