

St. Michael's Episcopal Day School

1500 North Capitol of Texas Highway

Austin, TX 78746

(512)327-0591

2015-2016

PARENTS' MANUAL PRESCHOOL AND ENRICHMENT PROGRAMS

512-327-0591 School

512-327-1471 Church

Preschool Website: stmichaelsdayschool.org

Preschool email: director@stmichaelsdayschool.org

Preschool Hours:

Monday through Friday: 9:00 a.m. to 1 p.m.

Enrichment Hours:

Monday through Thursday

Afternoon Enrichment: 1p.m. to 2:30 p.m.

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Program Philosophy-St. Michael's Episcopal Day School

We believe:

that children are rich in their capabilities and in their curiosity; strong in their desire to relate to God, other people and the world around them.

We will provide:

a safe, nurturing Episcopalian faith-filled environment that encourages active exploration and free choice as well as teacher directed activities. We offer a stimulating curriculum that challenges intellectual, social, emotional, spiritual and physical growth in all children from all walks of life.

We seek:

to increase each child's capacity to reason and we actively encourage a spirit of inquiry in a creative learning environment.

St. Michael's Episcopal Day School is a mission of the St. Michael's Episcopal church and is governed by a School Board, the Rector and ultimately the Vestry of the church.

St. Michael's Episcopal Day School

Vision and Mission Statements

Vision

We seek to provide a nurturing christian foundation that will create a lifetime love of learning by celebrating each child's natural curiosity and creativity while developing critical thinking skills in a sensory-rich environment.

Mission Statement

St. Michael's Episcopal Day School, as a mission of St. Michael's Episcopal Church, is called to provide a loving, Christ-centered learning environment.

We believe that ech child is created in God's own image with an innate capacity to learn, understand, create & serve.

Our Episcopal Day School provides an environment that inspires children to grow in wisdom and in their relationship with God, nature and community—equipping them to succeed & contribute in a world of diversity and change.

PROGRAM GOALS-ST. MICHAEL'S EPISCOPAL DAY SCHOOL

- To provide a loving and relaxed environment where the children's physical and emotional needs are met.
- To establish an atmosphere of respect for others and self.
- To establish respect for the equipment and materials.
- To provide an opportunity to become independent and responsible through self-directed and individualized activities.
- To provide children with appropriate alternatives to anger and aggressive behavior.
- To help children learn how to participate and function well in a group.
- To help children develop self-control and a clear understanding of the expectations in this environment.
- To provide an environment where children will develop enthusiasm for learning, exploring, and creativity through the use of constructive play activities in the areas of: art, drama, literature, cooking, music and movement, social science, woodworking, large-motor skills, science, manipulative activities, and field trips.
- To provide ample opportunity to develop coordination and large-motor skills through physical activity and outdoor play.
- To insure a safe environment, both indoors and out.
- To establish a Scope and Sequence Development Chart that documents developmental milestones and reflects individual progress.
- To be supportive to parents, encouraging involvement and open, honest communication.
- To develop the spirituality and faith exploration of young children in an inclusive Christian environment.

REGISTRATION, WAIT LIST AND TUITION

St. Michael's Day school offers an enriching preschool program beginning at age 18 mos. and continuing through age 4.

Registration begins February for the following September.

The St. Michael's Day School registration policy is one that strives to give special consideration to keeping families together in the same environment and accommodating members of the church; therefore, registration priorities are as follows:

1. Presently enrolled children.
2. Siblings of presently enrolled.
3. Active, giving members of St. Michael's Episcopal Church.
4. Previously enrolled families (Alumni).
5. The children of St. Stephen's Episcopal School Faculty and Staff.
6. All others.

A non-refundable fee of \$100.00 is required with the registration of each child. If placement is not available, \$75.00 will be refunded.

If classes are full, a wait list will be established. Children are placed on the wait list after completion of the Wait List form and payment of the non-refundable \$30.00 wait list fee. Children will be admitted when an opening occurs in his/her appropriate age group, taking into consideration the child's learning style, gender balance, teacher's teaching style, sibling class placement and at the discretion of the Director. Being placed on the wait list does not guarantee placement in a class. It does, however, give you priority in the registration process. The child will remain on the wait list until a class opening is offered. If an opening occurs after the start of the school year, admission will not be automatic. If an offer for placement is made, the school office must receive a response within 24 hours. Declining that placement will automatically drop your child's name from the Wait List.

Admission Agreement forms are due May 1st with non-refundable **May 2015** tuition deposit. A supply fee of \$100 is due September 1st.

St. Michael's Episcopal Day School does not discriminate on the basis of age, sex, race, color, religion, disability or national origin in its enrollment or employment practices

Tuition and Schedule for the Preschool Year 2015-2016 is as follows:

Toddlers (18 mos. by January 1) \$294.00 Monthly

2 days, Tues/Thurs. 9:00am-1:00pm

Toddlers (18 mos. by January 1) \$294.00 Monthly

2 days, Tues/Thurs or Mon/Wed 9:00am-1:00pm

Threes \$334.00 Monthly

3 Days, Monday, Wednesday and Friday 9:00am-1:00pm

Fours \$412.00 Monthly

4 Days, Monday through Thursday 9:00am-1:00pm

Afternoon Enrichment \$15/day, paid monthly

Available Monday through Thursday 1:00-2:30pm

For Threes and Fours Students ONLY

OTHER FEES

Late pickups create unnecessary anxiety for children and problems for teachers who must complete after-classroom duties or leave at their designated time. A \$15.00 late fee will

be charged for the first 15 minutes or any portion thereof. A “dollar-per-minute” rate will be assessed beginning at minute sixteen (16).

FINANCIAL POLICY

All payments of tuition, fees, and other costs related to St. Michael’s Day School are to be kept current as a condition of continued enrollment. If fees are in arrears, a child may not enroll or continue attendance in any of the programs.

All tuition is due on the FIRST day of each month and no later than the fifth. A late charge of \$20.00 will be added to your child’s tuition if your tuition is late. In case of insufficient funds in your checking account, a processing fee of \$15.00 will be assessed.

Tuition is divided into nine equal payments. The first payment is due May 1st (prepaid May Tuition) and the final payment is due on April 1st. There are no makeup days or credit if your child is sick or on a personal vacation.

WITHDRAWAL POLICY

Thirty days notice must be given to the Director if a child is withdrawn from the Preschool after enrollment. If your child is withdrawn after the first day of Preschool, parents are responsible for that month’s tuition. Only an official withdrawal within the terms as noted below will release a parent/guardian from the tuition agreement. The Prepaid May Tuition is non-refundable. Once you choose the Afternoon Enrichment Program, please understand that you are financially committed to the full year, unless after six weeks, the staff determines that the program is not developmentally appropriate for your child.

If, after a reasonable period of time, it is found that your child is unable to adjust to the Preschool, the school reserves the right to request withdrawal of the child from the program. This decision is at the discretion of the Director.

ENROLLMENT FORMS

The following forms are required for admission for the program: Original Application, Admission Agreement, Admission Information, Authorization for Emergency Medical

Care, Child Assessment Forms which include a child Temperament Assessment, Medical History Report with all health records including Immunization records and Hearing and Vision screening results, a Child Release and Emergency Contact List.

AFTERNOON ENRICHMENT PROGRAM

Afternoon Enrichment is an after Preschool activity program for 3's and 4's classes that includes: art activities, sports, games, science exploration and lots of fun! The program operates from 1:00pm to 2:30pm. There is a reset or quiet time for about 30 minutes. The children are provided with a mat and sheet. This quiet time can include teachers reading to children while they rest on their mats, children doing puzzles by their mat, or just silent reading. Children enjoy this time. It is important for children, as well as adults, to be able to slow down.

TERMINATION OF ENROLLMENT

Enrollment will be considered terminated if:

- The school receives one full month advance notice of withdrawal, effective the last day of the month.
- Payment is delinquent beyond the 5th day of any given month.
- Parents fail to comply with their Admission Agreement, this Parent Manual, or any other rules of the school.
- The school, in its sole discretion, determines that it is unable to meet the needs of the child, or that it is not in the best interest of the school or other children enrolled to have the child continue in attendance.
- There is a serious illness or death of the child.

The school and its staff retain the sole right and responsibility to determine any disputed factual matters regarding the termination of enrollment.

FUNDRAISING

St. Michael's Episcopal Day School relies on the Fall Annual Fund and a Spring Fundraiser to meet its operating budget. The support of this fundraiser by the school community enables the school to provide competitive salaries and to enrich the curriculum of the students.

POLICIES/ POLICY CHANGES

In the event of an operational policy change, parents will be notified in writing, by e-mail or posting on school bulletin boards.

GENERAL INFORMATION

ATTENDANCE

It is important that your child arrive on time each day. We start our day as soon as the first child enters the classroom at 9:00am. Children who arrive late often miss the important opening learning activities. We have so little time with your child—we want to make use of every moment. If you are late, please walk your child into the classroom, and be sure the teacher has seen him/her before you leave.

BIRTHDAY PARTY POLICY

If you give your child a birthday party *soon after school is dismissed* for the day, **please** be sensitive to the feelings of young children by including every boy, or every girl, or every child in the class. It is natural for children to talk about the party at school. A child can be **wounded** very deeply if not included. Invitations should be mailed instead of delivered to a child's cubby or sign-in book if the entire class is not invited.

BIRTHDAY OBSERVANCE

Our school has a tradition for celebrating the children's birthdays. Our main focus is to honor each child as a special unique individual. We invite you to join us on their birthday and share something that has special meaning for your child. Reading a favorite book to the class, sharing a special talent that a family member has (such as music), talking about a tradition that your family celebrates, etc. For those children who have a summer birthday, please select a special day during the school year to honor your child. If you would like to include a food treat, please have it approved with the teacher or director prior to that time. We are extremely mindful of children with allergies.

CALENDAR

An annual calendar of holidays and staff inservice dates is posted at the beginning of each school year.

CAR SAFETY

AS A SAFETY PRECAUTION PLEASE DO NOT LEAVE YOUNG CHILDREN IN THE CAR WITH THE MOTOR RUNNING WHEN DELIVERING OR

PICKING UP OTHER CHILDREN. IT IS IMPERATIVE THAT YOU WALK HOLDING YOUR CHILD(REN)'S HAND(S) OR THAT YOU CARRY YOUR YOUNG CHILD(REN) IN YOUR ARMS.

CHAPEL

St. Michael's Day School is proud of being a mission program of the church. We are excited to be a school that integrates the spiritual side of life into our well-rounded curriculum. Religion is woven into the fabric of each and every day. Children are led to pray in thanksgiving before snack time and lunch. Each child will have an opportunity to discover their own spirituality through the wonderful teachings of our Chaplains. There will be a weekly Chapel Time for all classes ranging from 15-20 minutes depending on the age of the class. The Chaplain is trained to teach the Bible in a developmentally appropriate curriculum called "Godly Play". It is spiritually enriching for all.

CHILD ABUSE AND NEGLECT

Texas law requires school staff to report immediately any suspected neglect, sexual, physical or emotional abuse. A confidential report will be made directly to the Texas Department of Family and Protective Services within 24 hours. No notice will be given to the family of the child before the call is made.

All employees are required to take an annual 1 hr. course in prevention techniques and the recognition of symptoms of abuse and neglect as well as the responsibility and procedure for reporting suspected abuse and neglect.

CHILD RELEASE

Children will be released to those persons listed on the "Release Form". You will designate a family code word for pickups that will be used for releasing your child to another family member or friend. Children may not enter or leave the school unless accompanied by an adult. Departing children will normally only be released to parents or other persons who are on the Student Emergency Information record. Please call the school or complete a "Release Form" in advance if someone different from a regular adult will be coming for your child. We will ask for positive identification when he/she arrives, which will be photocopied, and the family code word if the staff member does not recognize the individual picking up the child. This code word is chosen by the parents and designated on the child's Emergency Information Record. St. Michael's Day School is required to maintain daily attendance records. Please be sure to sign your child "in" and "out" each day.

CLOTHING AND PERSONAL BELONGINGS

- **ALL PERSONAL BELONGINGS MUST BE MARKED WITH THE CHILD'S NAME.**
- **Clothing should be practical and comfortable. Non-slippery shoes are MANDATORY. Tennis shoes are the best shoes for everyday wear at Preschool. NO SLIP ON SHOES, CROCS, or COWBOY BOOTS PLEASE.**
- **CLOSED TOED SHOES ARE THE SAFEST! Walking and running are part of a child's day and he/she needs sturdy shoes that will not fall off.**

The children are encouraged to help themselves, so ease is an important consideration in choosing school clothing. Velcro shoes, socks that are easy to put on, elastic waist bands on pants and shorts are some examples. Pants that require belts are very difficult for young children.

Our program promotes exploration and direct experiences of many kinds. Please understand that this kind of philosophy is not consistent with staying clean and it helps if children's school clothing is selected with this in mind. So, please do not send your child to school in clothing that cannot get dirty. Also, the children will be outdoors whenever the weather permits so be sure that your child has on adequate clothing.

Please do not send jewelry to school. It can inhibit physical movement and can easily be lost. Each child must have a complete change of clothing to be kept at school. Again, make sure that all personal belongings are marked with the child's complete name.

COMMUNICATION

In addition to weekly news from your child's teacher, the school's website, www.stmichaelsdayschool.org provides easy access to the Parent Handbook, Illness Exclusion Policy, School Calendar, enrollment information, child development and parenting information. Several bulletin boards at the entrance to St. Michael's Day School also provide another source of information.

The Director is available daily for personal or phone conversations with parents.

CONFERENCES

Parent conferences are a time of sharing your child's developmental progress and helps to build a strong partnership between home and school.

Conferences are scheduled twice each year, usually in the fall and in the spring; (see annual calendar for conference dates). However, you or the teacher may request additional conferences whenever it is felt appropriate. If you have something you would like to talk to the teacher about, please call or email her/him at home or send a note requesting an appointment. A brief chat during drop-off and pick-up is ok; however please remember that both teachers and aides have many responsibilities during these times. Guidelines to help you prepare for the conference are available from the office.

CONSUMER PRODUCT SAFETY COMMISSION (CPSC)

SMEDS is required to check the Consumer Product Safety Commission for recalled children's products. It is requested that parent also check the CPSC website (www.cpsc.gov). Please do not send recalled items to school.

CUSTODY AGREEMENTS

In order to accommodate the special requests and arrangements often necessitated by situations of marital separation and/or divorce, a copy of the most recent custody agreement contracted between the parents of the school child may be required to be on file with the child's registration records. Our goal is not to cause undue embarrassment but to assure the safety of your child at all times.

DIRECTORY

A few weeks after school is in session, a class list is available to each family upon request. For your convenience, the directory contains names, telephone numbers, and email addresses of all students, and parents. This Directory is not to be used for solicitation purposes. Please be sure to notify the Director of any changes in address, home or business telephone numbers and emails, as we like to update frequently. The directory will be published in a password protected area of the website and in hardcopy "as needed".

DISCIPLINE AND GUIDANCE

St. Michael's Day School philosophy involves creating a supportive, cooperative atmosphere that encourages self-control, and positive self-esteem. Positive Guidance is based on our belief in each child's ability to grow and learn. As such we build on positive behaviors by:

- Demonstrating a respectful and responsive adult attitude toward the child
- Designing an environment which offers safety, physical comfort, and opportunities for peer interactions

- Creating a relaxed, flexible daily schedule
- Listening, to, recognizing and reflecting children’s thoughts, ideas and concerns
- Responding to children’s individual abilities and learning styles
- Establishing necessary limits and boundaries
- Anticipating, intervening and re-directing before disruptive behavior occurs

Staff are prohibited from using any punishment such as, but not limited to: corporal punishment; withholding light, warmth, clothing, or medical care; ridicule, embarrassment, humiliation, or use of ethnic, gender or racial put downs; or physical restraint other than the restraint necessary to protect a child or others from harm.

Sometimes a child’s behavior is such that more formal intervention is required. If a child engages in persistent or repetitive inappropriate behavior or behavior destructive to the health and safety of himself and/or others, we will use the following procedures:

1. Observe and record the child’s behavior patterns and teacher’s interaction with the child to modify their behavior. Methods teachers will use include asking the child to find a quiet space within the classroom. If the behavior continues to be disruptive to the other children or staff, a teacher will tell him/her to take deep breaths, get a drink of cold water, or take a walk to help him/her calm the child and regain control.
2. Parents will be asked to participate in a parent/teacher conference to develop a specific action to address the behavior. The plan will outline all steps the staff and parent(s) will take to help the child develop new behavior patterns.
3. Our staff may request and work with outside resources to incorporate recommendations of outside consultants into the plan.
4. If the inappropriate behavior continues we may request that the parent(s) withdraw the child.

Setting limits for young children provides them with the security of knowing that their strong emotions will not get them in trouble. We approach discipline as a “Teachable Moment”. In an atmosphere of love and respect, teachers accept the responsibility for stopping unacceptable behavior until children are able to do so for themselves. This is an extremely important part of our daily curriculum. The

following positive approaches to guidance are used to help children behave constructively:

Redirection Consistency Setting Limits Planning ahead

Positive Reinforcement Encouragement

EARLY IDENTIFICATION OF CHILDREN WITH SPECIAL NEEDS

Our Preschool is staffed with teachers and assistants at ratios below the state maximum, but not small enough to allow for individual attention for any one student throughout the entire school morning. Our staff is well qualified with teachers either holding degrees or having specialized training in early childhood education. However, there is not a professional special education educator on staff.

The Preschool has a referral system in place for the identification of children who require additional support and/or adult supervision during the school day. The children who may be better served in an alternative environment or benefit from a more specialized environment would be identified through a collaborative, yet confidential process.

Discussing the situation with the teacher, conducting observations within the classroom setting, making interventions in the classroom and talking with the parents are all integral parts of this collaborative process. At the conclusion of the referral process, the Director shall communicate the results and recommendations to the parents. It then becomes the parent's responsibility and expense to act upon the recommendations in a timely manner. If an independent educational consultant or therapist is recommended, that is at the parent's expense.

Emergency Preparedness Procedures

Parents will be contacted in the event of weather related incident or school closing due to unsafe conditions such as fire, flood, or acts of nature that cause damage to the preschool.

If an emergency situation develops that requires that children and staff be relocated away from the campus, children will be transported to Riverbend Child Development Center, 4214 N. Capital of Texas Highway, 512-327-4067. Parents will be contacted immediately. The school has a complete Emergency Preparedness Plan that parents can review upon request.

EMERGENCY SITUATION

In the event of a serious emergency requiring immediate medical attention, trained staff will immediately administer first aid and 911 will be contacted. Staff members of the St. Michael's Day School are authorized to consent to whatever medical treatment is deemed *immediately necessary* to maintain the health and well being of your child. Furthermore, you or the persons whose names appear on the emergency contact sheet will be notified as quickly as possible, and your child's pediatrician will be notified, if necessary. For additional information, see Injury/Accident Reports.

GRIEVANCE PROCEDURE

Classroom concerns should be discussed with the lead teacher. If a satisfactory resolution to the problem has not been achieved, a meeting with the Preschool Director should be arranged. In the event a parent is dissatisfied with the response or action taken by the Preschool Director on any matter, the parent may request a meeting with the School Board. The request, along with the summary of the issue of concern, should be submitted to the Chairperson of the School Board.

If a parent requests a meeting, the parent should not only be able to explain the issue of concern, but should also be prepared to articulate the nature of the response or action that he/she believes the School Board should take to resolve the matter. The decision of the School Board will be the final decision for the Preschool, and the parent and administration will be expected to accept and support the decision in a professional manner.

HEALTH CHECK POLICY

The Teacher or the Director will perform a daily health check at drop off. (Observation of the child and communication with the child's parent/guardian are the key elements of a health check). Health Check signs that the teachers will be looking for:

- General mood and changes in behavior
- Fever or elevated body temperature
- Skin rashes, unusual spots, swelling or bruises
- Complaints of pain and not feeling well
- Signs/symptoms of disease (severe coughing, sneezing, breathing difficulties, discharge from nose, ears, or eyes, diarrhea, vomiting, etc)
- Reported illness in child or family members

HOME VISITS

All children will receive a visit from their teacher prior to the first day of school. The visits are usually scheduled during the latter part of August. These visits are usually the first introduction your child may have to his/her preschool. The home visit is for **your child**. Please have your child gather things around the house that he/she treasures and place into a box to share with his/her teachers. The teacher will interact (play) with your child for about 20 to 30 minutes. This is a very important beginning for your child as he/she begins a trusting bond with his/her teacher. In keeping with the guidelines of St. Michael's Episcopal Day School, a parent must be present during this special visit.

ILLNESS

St. Michael's Day School makes every effort possible to protect the health and safety of your children.

- A child with a sore throat, pink eye, runny nose, cough, fever, rash, earache, diarrhea, or vomiting or any other physical ailment must be kept at home. If such signs are evident when a child is brought to the St. Michael's Day School, he/she cannot be admitted without documentation from your pediatrician that the symptom(s) exhibited are not contagious to other children, e.g. rash due to a reaction to medication.
- Children must be free from fever, diarrhea, and other ailments for **24 hours** prior to returning to the program. A rectal temperature of 101.4 or higher, ear/oral temperature of 100.4 or higher, or underarm temperature of 99.4 or

higher constitutes a fever. Should a child exhibit symptoms of illness during school hours and we are unable to contact either parent, we will contact those persons indicated on the Emergency Medical Care form. It is our policy to have sick children picked up from school as soon as possible to avoid further infection. Should your child become ill during school, he/she will be cared for in the office until being picked up.

- Parents should notify the office and teacher immediately if a child contracts a *communicable* disease. It is also suggested that the teacher be notified regarding significant change in the home routine, such as hospitalization of a parent, divorce, death in the family, etc.
- **Allergic Reaction**-Should a child exhibit symptoms of allergic reaction to medication, food or beverage, insect bite, etc., the parent will be notified immediately.
- **Medicine**

The Preschool does not administer medication except in emergency situations. If a child has a periodic serious medical problem such as asthma attacks, or allergic reactions, the parent must sign a Medication Authorization Form allowing the preschool to administer the emergency medication (i.e. Benedryl or Epi-pen) when symptoms occur. Emergency medication must be labeled with the child's name, date and instructions for administration.

- **AFTER AN ILLNESS**

Illness	Child Stays home	When to come back
Chicken Pox	yes	when all pox have scabbed over
Cold/Allergies	no (w/no fever and clear nose) Yes (w/green nose discharge)	when nose is clear & no fever
Coxsackie (hand, Mouth & Foot disease)	yes	after Doctor ok
Diarrhea	yes	24 hours after last movement
Ear Infection	no (w/medication)	
Fever (undiagnosed)		

Illness)	yes	24 hours after fever subsides
Fifth disease	no (without fever)	
	Yes (with fever)	(see fever)
Giardia	yes	when diarrhea subsides or Dr. ok
Impetigo	Yes	when treatment has begun
Lice	yes	when 1 treatment has been given
Pink Eye	yes	24 hours after treatment
Unidentified rash	yes	when rash is gone, until Dr. ok
Ring worm	no, keep area covered	
Roseola	yes (with fever)	(see fever)
Rota Virus	yes	when diarrhea subsides or Dr. ok
Strep Throat	yes	24 hours after treatment has begun and fever-free
Thrush	no	
Vomiting	yes	24 hours free of symptoms

IMMUNIZATION

In order for your child to attend, a health certificate and a current immunization record completed by your physician, or an exemption affidavit, must be on file at the school prior to the opening day of school. This form is part of the Admission Information Form 2935. **Immunization records must be kept current as children receive additional immunizations and must remain current for the**

entire school year or the child will be unable to attend class. Exemptions for immunization requirements must meet criteria specified by the Texas Department of Health Services. **TB testing** is not required in Travis County.

Vision and Hearing Screening for 4 & 5 year Olds

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a vision and hearing screening for children who are enrolled in preschool and who are four years of age by September 1. **Each 4 year old must be screened for possible vision and hearing problems by their Primary Caregiver prior to September 1 of any given school year.** The results are included in the child's medical history.

INCLEMENT WEATHER

In the event of inclement weather, you are encouraged to monitor media advisories for information on school closings, etc. We will follow the Eanes ISD school closure determinations. If Eanes ISD closes or starts late, we will be closed. Tuition will not be adjusted for days of school missed due to inclement weather or any unforeseen circumstances.

INJURY/ACCIDENT REPORTS

Minor accidents or injuries are reported on "Ouchy Reports" and given to the parents at the end of the day.

If your child has an accident/injury, the parent(s) will be called immediately and the accident described by the teacher. An Incident/Illness Report form is filled out whenever a child is taken to the doctor or home as a result of an injury that occurred at the St. Michael's Day School, whether taken directly by the staff or later by the parent(s). **To assist us in these reports, parents are requested to notify the Director if they take their child for medical attention as a result of an injury that occurred at St. Michael's Day School.**

INSURANCE

Health insurance is not provided and is the responsibility of each child's family.

LICENSING REQUIREMENTS

The following information is posted and available for review in the Preschool Office:

- The Preschool's license;
- Letter/Form from the most recent Licensing Inspection or Investigation;
- Emergency and Evacuation Relocation Plans;
- License Notice of Availability for Review of:
 - The most recent fire inspection report;
 - The most recent sanitation inspection report;
 - The most recent gas inspection report; and
 - The licensing minimum standards applicable for child care centers
- Notice of Gang Free Zone- Under The Texas Penal Code, any area within 1,000 feet of a child-care center is a gang free zone where criminal offenses related to organized criminal activity are subject to harsher penalty.

Parents may contact the licensing office, FPS child abuse hotline and FPS website as follows

Local FPS Licensing Office 834-3195
Child Abuse Hotline 1-800-252-5400
PRS Website www.tdprs.state.tx.us/child-care
FPS Licensing Address:
14000 Summit Drive
P.O. Box 15995 MC 016-5
Austin, TX 78761

LIVE PETS AND ANIMALS

Because they play a valuable role in children's development, from time to time, classrooms will have safe live pets such as rats, tropical gold fish, snails, tadpoles, spiders, etc. In accordance with common sense and licensing regulations, children and staff will practice good hygiene and hand washing when handling

pets. Children in school may not have direct contact with chickens, ducks, reptiles or amphibians and cannot bring their live pets from home into school without prior permission from the teacher and Director. Parents will be notified 48 hours in advance if other animals will be visiting the program and a current shot record for the animal must be on file in the preschool office prior to the visit.

LOST AND FOUND

All articles of clothing **SHOULD** be marked. A Lost and Found area is located near the sign in table. Three times a year (Christmas, Spring Break and at the end of the year) those items not claimed will be given to charity.

LUNCH AND SNACKS

Lunch and snack time provide wonderful opportunities for teachers to discuss healthy eating habits and model appropriate social interactions at mealtime. We encourage you to send nutritious foods with a very limited amount of sugar. We want the children to be in “charge” of their own eating without having to monitor what they eat first or if they eat certain items!

Please provide a low sugar, nutritious morning snack for your child that meets their individual dietary needs.

From time to time, teachers may request ingredients for special snacks. Any food brought into class to share must be fresh fruit or in the original packaging with the ingredient list clearly visible.

Please bring in a water bottle clearly marked with your child’s first and last name to be refilled at school.

MESSAGES

Verbal messages brought by the children **CANNOT** be accepted. Please send a written note given to the teacher or Director. In an **emergency**, messages can be directed through the office. Please do not be alarmed if you receive a recorded message when you phone the Preschool. We do not leave the children during activity periods; however, we do check our messages very frequently and are able to respond quickly (512-327-0591).

NAPS/RESTING

Children participating in the Afternoon Enrichment Program are required by the Texas State Department of Family and Protective Services to have a rest period after lunch. Mats and sheets are provided. Children are not *required* to sleep and may participate in quiet games and working with puzzles at the discretion of the staff.

OFFICE

The School Office is open M-F 8:00am to 3:00pm. Again, do not be alarmed if you hear a recorded message. The messages are checked several times during the day. Please call with any concerns or questions you may have. We are happy to make appointments with parents at any time.

OPEN HOUSE

Before the school year begins, St. Michael's Day School will hold an Open House so that you and your child can meet the teachers, see the classrooms, and ask any questions you may have. This will be the time when you bring in any items teachers may have requested. You will be notified of the date for Open House in your summer informational packet.

PARENT COOPERATION

Please help us to make each day the most that it can be for every child.

- If your child has difficulty separating in the beginning of the year, walk him/her in and leave promptly. Always say goodby and indicate that you will be back after story time. If your child is having undue stress, talk to the teacher or Director about a "Slow Start" opportunity for you and your child.
- If you need a call-back, inform one of the teachers and we will call you back and tell you how everything is going.
- Teachers need to have all their attention on the children, so please do not come in to talk at arrival/dismissal time or during classroom time.
- We further request that you do not join teachers and children on the playground for conversation, as this is a special time that requires the teachers' full attention on all the children. Also, parents' entering and exiting the gate could cause confusion and possibly allow a child to slip out unnoticed.
- Please know that if you would like to speak with a teacher, you are welcome to make an appointment through the office or send a note or email for the teacher to call you.

- Parents are encouraged to visit at any time. Please check in at the office upon arrival.
- Parents are encouraged to volunteer and participate in school activities. Sign up sheets and notifications are made available via e-mail, written notice, or in the main school entry.
- SMEDS has a private breastfeeding area available. Please inquire in the Preschool office.

PARENT ORIENTATION

In the early part of September, there will be a mandatory Parent Orientation Meeting to give all parents the opportunity to ask questions about policies and procedures and to meet the current School Board.

PHOTOGRAPHY

The Preschool takes photos of the children during their daily preschool activities. These photos are used for student portfolios, parent education and in displays in the classroom, or other areas within our facility. Extensive photography is used to document projects following Reggio Emilia approach. No outside publication or display of these photos is permitted without the written consent of parents. The school newsletter is available on the church website and will contain photos of SMEDS children. No last names will be used. St. Michael’s Episcopal Church requests a signed *Consent and Release For Use of Photographs* form to be on file in the preschool office.

SAFETY

- Emergency evacuation (Fire Drills) are held monthly without notice. Severe Weather Drills are held once every three months without notice. Parents who are present should also participate in the drill.
- Emergency exit plans are posted in every classroom.
- The daily record of children’s arrivals and departures is used as an attendance checklist during safety drills.
- All staff are trained in First Aid and CPR.
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- In accordance with Chapter 42 of the Human Resource Code, section 42.064 St. Michael’s Episcopal Day School is a gang-free zone. Gang-related criminal activity or engaging in organized criminal activity within 1000 feet of the center is a violation of the law.

SIGN IN/SIGN OUT PROCEDURES

Please make sure to record the time of your child's arrival and departure by signing your initials on the sign-in and sign-out log. The sign-in sheets are placed on the table by the cubbies.

TOYS FROM HOME/SHARING/PERSONAL ITEMS FROM HOME

Toys have a tendency to get lost or broken and are difficult to share. Children are asked not to bring toys from home, unless invited by the teacher for "show and share". The only exception is "loveys" needed for extra comfort.

WATER ACTIVITIES

The Preschool does not provide or participate in any activities where a swimming pool is on the premises. The program does have designated "splash days" in which water activities are available including: hoses, wading pools, and sprinklers. Water/sand tables are available in every classroom and on playgrounds. They are used in everyday curriculum. A Water Activities Consent form must be completed and on file in the Preschool office specifying whether your child has permission to participate in these types of activities.

ST. MICHAEL'S EPISCOPAL DAY SCHOOL

1500 N. Capital of Texas Hwy.

Austin, Tx 78746

I have thoroughly read, understand and will comply with the policies and procedures listed in the 2015-2016 Parent's Manual for St. Michael's Episcopal Day School.

Parent/Guardian

Date

Child's Name