

2016 2017

ST. PAUL'S EPISCOPAL SCHOOL



# FAMILY HANDBOOK



SAINT PAUL'S  
EPISCOPAL SCHOOL



Saint Paul's Episcopal School is a ministry of  
Saint Paul's Episcopal Church in Prosper, TX.

# SAINT PAUL'S EPISCOPAL SCHOOL FAMILY HANDBOOK 2016-2017

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**Welcome to Saint Paul's Episcopal School (SPES)!** We offer this Handbook to the families of students enrolled at SPES to explain how our school operates, to provide information about our school to you, to advise you of the school's policies, and to provide a resource for questions that may arise throughout the school year. Family support is vital to your child's success at St. Paul's in many ways, including volunteerism, reinforcement of school policies, fundraising and contributing ideas for the growth of the school. We look forward to your family exploring the many opportunities for your involvement in the life of our school.

Rev August, 2016



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## SPES INFORMATION

### MISSION STATEMENT

The Mission of St. Paul's Episcopal School is to grow children spiritually, intellectually, socially, and physically by equipping them with the Gospel, a love of learning, a creative mind, a strong body, and a giving spirit.

### OUR PHILOSOPHY

SPES provides a safe, loving, collaborative environment in which students are encouraged to thrive, each at their own pace. Our intentionally low student to teacher ratio of 8:1, with a maximum classroom size of 16 students, allows a strong relationship between the student and teacher, allowing children to flourish. SPES focuses on developing the spiritual, intellectual, creative and physical gifts of our students while teaching them to be responsible members of their community.

### NON-DISCRIMINATION STATEMENT

Saint Paul's Episcopal School admits students of any race, color, national and ethnic origin with all rights, privileges, programs and activities generally accorded or made available to students at this school. The school does not discriminate on basis of race, color, national or ethnic origin in administration of its education policies, programs, or other school administered-programs.

### LICENSING

SPES is licensed by the State of Texas; this licensing is meant to ensure that the best practices for children's safety and well-being are provided and followed. The Texas Department of Family and Protective Services visits our school at various times during the year to monitor and report our compliance with state standards. Parents may view a copy of the State of Texas Minimum Standards either in the School Office, in the classroom, or online on the Texas DFPS website. In compliance with the Minimum Standards, we are required to provide the following information:



- All teachers and staff are mandated reporters of known or suspected child abuse. Parents should also contact the Texas Abuse Hotline at 800-252-5400 to file a report concerning child neglect or abuse.
- Parents may report any concerns about SPES to the local Licensing Office or on the Texas DFPS website [www.dfps.state.tx.us](http://www.dfps.state.tx.us)
- All schools are designated by law as Gang Free Zones and Gun Free Zones. Gang related activities are not allowed or tolerated on the school premises, and guns are not allowed in the school building.

## GOALS

The staff and administration of SPES, in partnership with the families of SPES and the community of Saint Paul's Episcopal Church (SPEC), will:

- provide students with a safe and nurturing environment;
- provide an atmosphere where each child is understood, loved and accepted as he/she is, leading to a positive self-concept;
- provide encouragement so that each child can develop his/her full emotional, social, intellectual, physical and spiritual gifts and potential;
- provide students with access to staff that are qualified and prepared to offer a developmentally appropriate education in an age-appropriate environment;
- provide a place where students are encouraged to think, question, explore and achieve his/her potential as a unique, independent, contributing member of both the school and their larger community;
- provide the students with a curriculum that is developmentally appropriate for the ability and age of each child;
- provide a place where children are encouraged to become excited about learning, successful learners, curious about their world, and willing contributors to their own success and growth;
- provide opportunities for families to be a part of their child's educational experiences and to contribute to the school's growth and success.



## FACULTY AND STAFF DIRECTORY

### STAFF

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## 2016-2017 BOARD OF TRUSTEES

Mrs. Lauren Ball	<a href="mailto:laurenuball@gmail.com">laurenuball@gmail.com</a>
Mr. Wayne Bartley	<a href="mailto:wayneb@remax.net">wayneb@remax.net</a>
Mrs. Pat Bostian, Board Chair	<a href="mailto:pat@stpaulsprosper.org">pat@stpaulsprosper.org</a>
Mrs. Catherine Duke, Secretary	<a href="mailto:catherine.h.duke@gmail.com">catherine.h.duke@gmail.com</a>
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Mr. Jason Petermeier, Treasurer	<a href="mailto:jrytb8@yahoo.com">jrytb8@yahoo.com</a>

## GENERAL INFORMATION AND POLICIES

### SCHOOL CALENDAR

The school year for SPES begins the **day after** the first day of school on the Prosper ISD school calendar, and ends the **day before** the last day of school on the Prosper ISD school calendar. For the 2016-2017 school year, SPES begins classes on Tuesday, August 23, 2016 and ends on Thursday, June 1, 2017. SPES follows Prosper ISD's calendar for holidays, and does not make up bad-weather days. A school calendar is provided with the enrollment packet and will also be available on the SPES website.

### SCHOOL HOURS

**Office Hours:** 8:00 am – 3:00 pm (Offices)

**School Hours:** 8:15 am – 2:30 pm (Classrooms)

**Half-Day Hours:** 8:15 am – 11:30 am (Classrooms)

**Pre-Care:** 7:30 am – 8:15 am (Commons Area)

**Aftercare:** 2:30 pm – 6:00 pm (Campus)





## ARRIVAL AND DISMISSAL POLICIES

**Please follow these guidelines to help make the drop-off and pick-up process run smoothly:**

- For morning drop-off, please enter and exit the school from the west parking lot and through the Commons Area doors. Please press the button and identify yourself; all visitors to the school are screened prior to entry.
- For half-day pick-up, please enter and exit the school through the south facing Office doors.
- For afternoon pick-up, please enter and exit from the west parking lot and through the classroom hallway doors, south of the Commons Area.
- Parent(s)/guardian(s) must sign your child in and out every day, and note the exact time of your arrival and departure. Attendance records, including sign-in / sign-out sheets, must be kept and made available for monitoring and auditing purposes. Please make sure that a teacher sees and acknowledges you and your child as you drop them off and pick them up.
- If you arrive before 8:15 am, please drop off your child in the Commons Area with the Pre-Care staff. Do not take your child in the classroom until 8:15 am. Sign-in sheets will be available for you.
- Children not enrolled in aftercare should be picked up no later than 2:30 pm. (Half day students should be picked up at 11:30 am.) Any child not picked up by 2:30 pm will be taken to aftercare, and drop-in charges will be applied to your account.
- Please do not drop off or pick up your child directly from the playground; you must sign them in and out from the classroom or the designated drop-off/pick-up location during extended care.
- Please do not pick up your child during rest time unless it is an emergency; this would be too disruptive to the other students in the classroom. If your child must be picked up during rest time, please advise SPES ahead of time so the classroom teacher can make alternative arrangements for your child during rest time.



## AUTHORIZED PERSONS

Only the persons identified by the parents/guardians on enrollment forms will be allowed to pick up a child. A signed release form is kept on file in the school office listing all authorized persons. Under no circumstances can a child be released to anyone not on the release form. All persons other than the parent(s) and/or legal guardian(s) picking up a child must present identification (driver's license) to the classroom teacher. Please keep this form up-to-date throughout the year.

## PRE-CARE POLICIES

Pre-care is offered to SPES families at no additional charge from 7:30 am – 8:15 am in the Commons Area. Children should be signed in as discussed above. Please make sure that the teacher in charge of pre-care sees you and acknowledges your arrival. Students dropped off between 7:30 am – 8:15 am will be taken to their classrooms at 8:15 am. Students arriving prior to 8:15 am must be dropped off in the Commons Area and will not be allowed in their classrooms.

## AFTERCARE POLICIES

Aftercare is offered to SPES families at an additional cost for a specified number of days/week with a monthly reservation or on an as-needed basis at drop-in rates:

<b>Drop-In Rate:</b>	\$25/day
<b>2 Days/Week (Tu/Th):</b>	\$150/month
<b>3 Days/Week (M/W/F):</b>	\$200/month
<b>5 Days/Week (M-F):</b>	\$300/month

Families reserving monthly aftercare must prepay monthly when paying tuition; reservations must be made seven (7) days prior to the beginning of the month. Families utilizing aftercare on a drop-in basis should notify the office of the need for drop-in care no later than Noon on the day care is needed, and should pay the drop-in fee in the office on the following business day.

Children in aftercare will be given their afternoon snack (provided from home), do art activities, enjoy additional playground time, have free-play time, and have limited access to educational and/or Bible-themed videos.



A child's emotional and physical well-being is of utmost importance to us, and we expect parents to make arrangements to pick up their children timely; our staff's time also deserves respect. If a child is not picked up by 6:00 pm, a late fee of \$10 will be assessed. If no parent can be reached by 6:15 pm, the persons noted as emergency contacts will be contacted; and, in the unlikely event SPES is unable to reach a child's parents or emergency contacts, SPES will notify the proper authorities to arrange for the child's safekeeping.

## DAILY SCHEDULE

Each classroom's teacher will display their specific class' daily schedule outside of their classroom, and will also provide it to each family at the beginning of the year. Chapel is held daily. Students will generally have circle time, do guided and free-choice activities, rotate through centers, have outside playground recreation, as well as have morning snack and lunch at appropriate times. All student will be given rest time, during which they will be encouraged but not required to sleep.

## ABSENCES

Parents are responsible for informing the school in the event of illness or any other necessary absence of a child. **Please call the school office and leave a voicemail at 972-347-9700, ext. 110, or email us at [attendance@spesprosper.org](mailto:attendance@spesprosper.org)** and give the child's name, class and teacher's name, the reason for the absence, and the day the child is anticipated to return. If a child has not reported to school by 10:00 am, parent(s)/guardian(s) will be contacted by their child's teacher or the Director to alert them to the absence and inquire as to the student's well-being.

SPES cares about each of its students, and wants to be a partner in supporting the family in students' care. While SPES realizes that illnesses and vacations are a part of every child's life, it is very important that a child have regular attendance in order to succeed and to experience the greatest benefit from school and the classroom environment.

## TARDINESS

To honor the integrity of the school day and program, and to help students learn responsibility as to time commitments, as well as to allow for the school's curriculum and program plans to be fully accomplished, it is important for children



to attend school regularly and arrive and depart at the regularly scheduled times. Students should arrive in their class by 8:15 am. Likewise, it is important to your child and his/her teacher to respect the pickup time; unless aftercare has been reserved for your child, they should be picked up at 2:30 pm. (Half day students should be picked up at 11:30 am.)

It is important that you drop off and pick up your child at the designated times. Any variance from the child's normal schedule is disruptive to both the child and the classroom. Please allow sufficient time to get your child to his/her classroom promptly at the beginning of each school day and picked up promptly at the end of the school day. If you will be unexpectedly tardy, please contact the school office so that we may notify the classroom teachers. If your child has not been picked up by 2:30 pm, they will be transferred to aftercare and the drop-in rate will be charged to your account. If your child has not been picked up by 6 pm, a late fee of \$10 will be assessed. If no parent can be reached by 6:15 pm, the persons noted as emergency contacts will be contacted.

## STUDENTS' PERSONAL BELONGINGS

All students are required to keep at school a complete change of clothes appropriate to the season, including SPES approved tops, bottoms, underwear and socks at school. PreK 2 students are also required to keep a supply of diapers and wipes at school unless they are potty trained.

While children ages 3+ must be potty trained to attend SPES, we realize that occasional potty accidents may happen. Soiled clothing will be returned to parents at the end of the day, and the extra set of clothes should be replenished the following day. Upon a change of season, please remember to swap out the extra set of clothing accordingly. **All clothing and personal items, including clothing, outerwear, lunch bags, water bottles, nap mats, backpacks, etc., must be clearly labeled with the child's full name.**

All students will need to bring a nap mat to school; it can remain at school during the week, but will be sent home over the weekend for washing. Please label the nap mat with the child's full name. The state requires a rest time for all students; students will not be forced to sleep, but will be asked to remain quietly on their nap mat and rest. Rest time is vital to allow a student's brain some down time during the day.



A student's backpack/tote bag needs to be large enough to store their belongings in such a way that it can be completely closed/zipped, and should be clearly labeled with the student's full name.

Personal toys or play items need to be left at home unless the teacher has an educational reason for requesting that specific objects be brought to class; in that case, parents will be notified in advance. Personal toys distract students from the school day's activities, can be easily lost or damaged, and can create unnecessary emotional distress for children. Inappropriate items will be placed in the child's hallway cubby during the school day and can be taken home at the end of the day. Students may bring books and other educational objects to school, and they will be utilized and returned by the teacher as appropriate.

## **FOOD: LUNCH, SNACKS, WATER**

Parents are responsible for providing a nutritious and balanced lunch and snack(s) for their child daily in an appropriately temperature-controlled container/lunch bag/cooler. If a child is to remain in aftercare, two snacks must be provided. One water bottle is required. The teachers will not have a way to heat food, so the correct containers should be used to maintain food at the appropriate temperature until they are eaten by the student. Please also send food to school that is appropriately sized and ready-to-eat; teachers will assist students in opening containers and packaging if needed, but will not have time to cut food for students into bite-sized pieces.

Parents are responsible for providing our program with information about specific dietary needs or allergies of their child. Please be mindful and respectful of food restrictions, if any, for your child's classroom.

## **BIRTHDAYS, CELEBRATIONS**

Parents wishing to bring a special food treat to celebrate a birthday or other special day should communicate with the teacher so they can advise of special dietary needs and food allergies; all special treats must be approved by the classroom teacher, and notice should be given to the teacher one week ahead of time. To that end, teachers may limit and or schedule special food treats. Non-food treats are optional.





Other celebrations will take place throughout the school year, including: Halloween/Heroes Parade, Thanksgiving Feast, Christmas Pageant, Valentine's Day Party, and Graduation at the end of the year. Please consult the official school calendar for dates; parents are invited to attend these special events.

## SEPARATION ANXIETY

Separation anxiety can occur at any time during the preschool ages. Our staff is trained to deal with these situations and understand that these circumstances are challenging for students and their parents. SPES staff will work with each child and their family in attempting to mitigate and resolve an existing separation issue.

It is normal and expected for the beginning of the school year to bring feelings of anxiety and sadness to students and their parents. As everyone adjusts to new surroundings and routines, and new friends are made, this anxiety will usually subside. Please be assured that our staff will do everything possible to ease this transition for you and your child. Parents are encouraged to keep their goodbyes brief and consistent each morning, and follow the steps outlined above in the arrival procedures.

Patience by parents during this process is required and appreciated, since resolution of separation anxiety may take several weeks. While some children adjust to a new environment quite easily, other children do need some time to fully adjust to school. Should a child's anxiety persist following extended attempts to alleviate the situation and discussions with parents, a decision must be made regarding what is best for the child. We are committed to working with all students as they make their adjustment to preschool. We will collaborate with parents to make an individualized plan for those students that have a harder time adjusting.

## UNIFORM POLICY

Private schools have a long history of using school uniforms to promote an atmosphere of community, pride, loyalty and equality among the student population. In that tradition, SPES has a mandatory uniform policy for all of our students. Students should come to school in SPES approved uniforms with appropriate outerwear. The children will be playing outside daily unless the temperature reaches extremes, and should be comfortably attired.



Uniforms may be obtained from Land's End; instructions are included in the enrollment packet. Options include the following:

**Girls:** Navy short/long sleeved shirt (w/logo)  
Drop waist plaid jumper (w/logo) with white shirt  
Plaid skirt  
Khaki shorts/long pants  
White crew socks

**Boys:** Navy short/long sleeved shirt (w/logo)  
Khaki shorts/long pants  
White crew socks

**Shoes:** Sneakers or other closed-toed shoes

**Outerwear:** Solid, dark (neutral) colored coats/vests preferred

## SAFETY AND SECURITY

### PARKING LOT SAFETY

It is our goal to ensure that all families are safe while in the parking lot of the school. In order to maintain a high level of safety, we ask all drivers to adhere to the following parking lot guidelines:

- All cars must observe a speed limit of 10 mph or less.
- Upon entering the school grounds, no cell phone use is allowed.
- Please make sure that while backing out of a parking space, you are aware of people and children in the parking lot.
- Monitor your child in and around the parking lot at all times, holding their hand until the sidewalk is reached.



## WEATHER CLOSINGS

In the event of inclement weather, SPES will follow the school closure decisions of Prosper ISD. Decisions to close SPES, close early, or delay opening due to inclement weather are made by the Director. A closing may occur when bad weather conditions exist or are impending, or hazardous driving conditions exist or are impending. Parents will be notified by email, phone call, text, Facebook, the website, and/or local media: Channel 4 (Fox), Chanel 5 (NBC), Channel 8 (WFAA), Channel 11 (CBS) KLTU FM 94.9 (radio). SPES does not make up bad-weather days.

## PLAYGROUND POLICIES

The playground provides safe equipment for climbing, balancing, and sliding, among other activities. Open areas also lend themselves to running, as well as free-play and organized games. Generally, playground time is free-play time that is structured by the students. Rules on the playground are for the safety of all students and are enforced by the teachers. They include, but aren't limited to: showing kindness and respect to others at all times; taking turns on/with equipment; no throwing mulch; no pushing, hitting, kicking others; no yelling in anger; treating others and their bodies with kindness and respect; and participating in play with others. The playground is routinely inspected per State guidelines.

## FIELD TRIPS

SPES does not presently conduct field trips off-campus. SPES invites community members to bring their expertise and experience into the classroom to provide windows into the community and world around us.

## DISCIPLINE AND GUIDANCE

**The policy regarding discipline and guidance is as follows:**

**Discipline must be:**

- individualized and consistent for each child;
- appropriate to the child's level of understanding; and
- directed toward teaching the child acceptable behavior and self control.



**A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include the following:**

- using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- giving children time to work through problems on their own, while being ready to intervene to prevent destructive or aggressive behavior;
- generating options/solutions by giving students tools for conflict resolution;
- using a kind yet firm tone when intervening in situations needing attention;
- reminding a child of behavior expectations daily by using clear, positive statements;
- redirecting behavior using positive statements;
- setting clear and consistent limits and expectations;
- using natural consequences for children's behavior;
- modeling compassionate, caring behavior that sets good examples for students to follow;
- identifying emotions, validating feelings and providing methods to encourage calm and to dissipate anger and sadness;
- using brief, supervised separation or time away from the group, when appropriate for the child's age and development, limited to no more than one minute per year of the child's age.

**There must not be any harsh, cruel or unusual treatment of any child. The following types of discipline and guidance are prohibited:**

- corporal punishment or threats of corporal punishment;
- punishment associated with food, naps, or toileting;
- pinching, shaking, biting, striking, swatting, or slapping a child;
- hitting a child with a hand or item;
- humiliating, ridiculing, rejecting or yelling at a child;
- subjecting a child to harsh, abusive, or profane language;



- leaving a child unsupervised, or placing a child in isolation, in a locked or dark room, bathroom or closet with the door closed;
- requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

**Often, proper planning can minimize behavior problems; this can be accomplished by:**

- planning the classroom program so it is appropriate for the ages and individual levels of the students;
- providing a balance between active and quiet activities, self-directed, and teacher-directed activities;
- carefully planning transitions between daily activities;
- focusing complete attention on the children, guiding behavior, facilitating learning, and interacting with students;
- listening to and encouraging students as they strive to meet expectations and overcome challenges.

## EMERGENCY MANAGEMENT

Your child's safety in any circumstance is of the utmost importance to us. We have in place proper and practiced responses to emergent situations. Although some of these procedures may cause parents and visitors small inconveniences, they are necessary to safely and responsibly control access to the classrooms, staff and students.

All exterior doors remain locked at all times preventing exterior access by anyone other than church or school staff. Please ring the doorbell at the Commons Area or Office doors to be admitted to the building. All visitors must sign in and out in the Visitor's Log in the office, be escorted by a staff member while on campus, and sign out upon leaving the building.

Emergency management plans are in place in the case of emergent events, including but not limited to extreme weather conditions, fire, tornado, shelter-in-place, shelter at a remote locations and intruder(s). These procedures are practiced with the children and staff to help ensure their comfort and calm in the case of an





actual emergency; fire/tornado drills are practiced monthly. The staff will take great care in comforting, encouraging and guiding the children during these drills; practicing these procedures gives the children confidence and promotes calm during actual emergencies. General emergency management information will be given to families upon enrollment. **It is extremely important that your contact information be kept up-to-date in your student's records so that we may timely contact you in case of an emergency.**

In the case of an emergency involving a specific student, the child's parents will be notified by phone; if parents cannot be reached, the emergency contacts provided by the parents will be contacted. It is imperative that all contact information be kept current.

## REGISTRATION AND ENROLLMENT

We hope that our families will commit to the educational continuity afforded by SPES, where a child can be nurtured and guided in a developmentally appropriate manner; such continuity not only enhances the child's experience, it also strengthens the whole school community.

### REGISTRATION PROCEDURES

Registration is first offered to current students, then St. Paul's Episcopal Church members, then siblings of current students, and then the community, in that order.

Students must be age 2 for PK2, age 3 for PK3, and age 4 for PK4 by September 1 of the current school year.

Classes are filled on a first-come, first-served basis. To hold a spot in a class, we must receive:

- 1) A completed registration form and
- 2) A check for the \$150 registration fee; registration fees are non-refundable unless a spot is not available.



If a desired class is full, SPES will add interested families to a waiting list. Students on a waiting list are offered spots as they become available, in the order in which they were placed on the list; their spot is reserved upon receipt of a completed registration form and a registration fee payment.

## ENROLLMENT PROCEDURES

An enrollment packet will be mailed to registered families generally no later than July 1. To confirm enrollment, we must receive the completed forms in the packet, along with payment of August's tuition (1/2 month's tuition) by August 1 or the child's spot will be released.

## TUITION AND FEE POLICIES

**Tuition is based on the class in which the child is enrolled, and is as follows:**

Full Day Tuition (8:15 am - 2:30 pm)		
Classes	Days/Week	Monthly Cost
PreK 2, PreK 3	2 days (Tu/Th)	\$325
PreK 2, PreK 3, PreK 4	3 days (M/W/F)	\$450
PreK 2, PreK 3, PreK 4	5 days (M-F)	\$700
Transitional Kindergarten	3 days (M/W/F)	\$500
Transitional Kindergarten	5 days (M-F)	\$750

Half Day Tuition (8:15 am – 11:30 am) <i>PreK 2 and PreK 3 only</i>		
Classes	Days/Week	Monthly Cost
PreK 2, PreK 3	2 days (Tu/Th)	\$200
PreK 2, PreK 3	3 days (M/W/F)	\$300
PreK 2, PreK 3	5 days (M-F)	\$450

Aftercare (2:30 pm – 6:00 pm)		
Classes	Days/Week	Cost
All students	2 days (Tu/Th)	\$150/ month
All students	3 days (M/W/F)	\$200/ month
All students	5 days (Mon - Fri)	\$300/ month
All students	Daily drop-in rate	\$25/ day

**\*\* Tuition is paid for 9 1/2 months, August - May; August tuition is assessed at a 1/2 month rate. \*\***



Monthly tuition is due on the 1<sup>st</sup> day of each month and should be paid in the school office or online (if available). A \$25 late fee is assessed if tuition is not received by 3:00 pm on the 5<sup>th</sup> day of each month. An account is considered delinquent and a child risks being asked to leave the program if payment is not received by the 10<sup>th</sup> of each month. Please write your child's name, class and tuition month on the memo line of your check. There will be a \$35 charge on all returned checks. Full tuition is due whether a student missed days due to illness, vacation, or weather closures; space is reserved for enrolled students, and tuition is required to continue to hold that student's space. Any exceptions to this policy must be submitted to and approved by the Director.

## TERMINATION OF ENROLLMENT

When a parent/guardian chooses to terminate the enrollment of his/her student, a 30 day written notice is required, submitted to the school office prior to the first day of the month. We recognize that in a great many cases, termination of enrollment is due to family relocation. In other cases, there may be other circumstances that lead to a family's decision to terminate enrollment. SPES would like the opportunity to discuss any desire to terminate enrollment with the family prior to a student's withdrawal, and be given the opportunity to help the child make any adjustments. We do recognize that the parent/guardian and/or the school may choose to terminate enrollment on a timeline that is in the child's best interest.

A child's adjustment to school and/or the appropriateness of the particular arrangement for an individual student may cause concern for the child's well-being. If the staff does not feel that it is meeting the child's needs, or if the child presents a dangerous or constantly disruptive presence in the classroom, the school reserves the right to terminate enrollment. The school also reserves the right to terminate enrollment if a parent/guardian's actions and behaviors are deemed inappropriate.

Please note that all registration fees are non-refundable and cannot be applied towards tuition payments or future bills. Any pre-paid tuition is not refundable if 30 days notice was not given. Any unpaid tuition or fees are due and payable at the time of termination of enrollment. No refunds will be made if the school is closed due to weather or other unavoidable circumstances.



## STUDENT RECORDS

In order to comply with State licensing requirements as set forth by the Texas Department of Family and Protective Services, and in adherence to SPES policies, the following forms must be completed and filed in the school office prior to the student's first day of school:

- Registration Form
- Enrollment Form
- Emergency Medical Authorization Form
- Health Requirement sheet signed by the child's physician
- Immunization Record (a child must be current on all vaccinations, no exceptions)
- Student Release Authorization
- Directory Permissions
- Discipline and Guidance Policy Acknowledgement
- Family Handbook Receipt Verification

## SCHOOL DIRECTORY

After the beginning of the school year, SPES will publish a school directory with the names, addresses and phone numbers of our school families. We will not publish any information without a family's permission. Information in the directory is for SPES families' use only and should not be used for sales or marketing; it is imperative that SPES families' information be respected and that the directory not be disseminated outside the SPES community.

## IMAGE/MEDIA RELEASE

To celebrate the community spirit of SPES, school representatives may photograph, film or otherwise record events that may include individual students, family members and guests; these may be shared within the SPES and SPEC families, as well as with the surrounding community. Each family is asked to indicate their agreement of this understanding by giving permission on the Photo/Media release



form included in the enrollment packet. A family's privacy wishes will be respected.

## STUDENT HEALTH AND SAFETY POLICIES

In compliance with the Texas Department of Family and Protective Services and Child Care Licensing, you must submit a Health Requirement Form for your child, which will be kept on file in the school office. This health form must indicate that your child has had a physical exam within the past 12 months and he/she is in good health and that he/she meets current vaccination requirements; this form must be signed by a physician. By law, your child will not be allowed to attend school without a current health form on file; no exceptions will be made. These forms must be turned into the office; teachers cannot accept these forms.

### ILLNESS POLICIES

If, upon arrival at school, it is obvious to the teachers that your child is ill, they will ask you to keep the child at home. If, during the course of your child's day, he/she becomes ill, you will be notified and are expected to pick up the child immediately; for the protection of the other students, your child will be removed from the classroom and placed in supervised isolation in the clinic away from other children until your arrival. Any child that is exhibiting symptoms described in the Illness Guidelines below may be excluded from attending school.

We ask you to show the same consideration that you'd desire from other parents when evaluating whether to keep your child away from school due to illness. By helping us observe good health standards, you will be protecting your child as well as others at SPES. If your child is sick, please let us know by calling or emailing the attendance hotline at **972-347-9700, ext. 110, or [attendance@spesprosper.org](mailto:attendance@spesprosper.org)**. Please refer to the illness guidelines below for some common illnesses and use your best judgment in determining if your child is healthy enough to attend school.

Please notify the Director immediately if your child is diagnosed with a communicable disease; state-mandated guidelines are in place to handle the situation. SPES reserves the right to require a physician's note stating the child's not contagious before allowing the child's return to the program.





## ILLNESS GUIDELINES

Students exhibiting the following symptoms will be sent home immediately, and should be kept at home until they are clear of these symptoms for at least 24 hours:

- severe cold, sneezing, nose drainage and/or coughing
- fever over 100° (without the use of fever-reducing medication such as Tylenol, Advil, etc.)
- diarrhea and/or vomiting
- not well enough to play outside or participate in class activities
- Conjunctivitis, commonly referred to as “pink eye”
- rashes and skin infections (boils, ringworms, impetigo, etc) that have not been evaluated by a physician and deemed non-contagious
- symptoms of any contagious diseases/illnesses including but not limited to the common cold, croup, mononucleosis, measles, mumps, rosella, chicken pox, and strep throat
- infection requiring an antibiotic until the child has been on the medication and fever free for 24 hours
- lice

## IMMUNIZATIONS AND COMMUNICABLE DISEASES

To protect the health of all students and staff, SPES requires that all students be up to date on all vaccinations appropriate for their age. Each child enrolled at SPES must meet the state immunization requirements that apply to children attending early education programs. All immunizations required for a child’s age must be completed and a copy of the immunization records must be on file at SPES by the first day of school in order for the student to attend. Immunization forms that must be completed by a physician are included in the enrollment packet; SPES will accept physician-generated forms as well as long as they contain all immunizations required by the State of Texas. To claim exclusion for reasons of conscience, a signed affidavit must be presented by the child’s parent or legal guardian, stating that the child’s parent or legal guardian declines vaccinations for



reasons of conscience. Request for the affidavit must be submitted to DSHS according to 97.62.2.

## VISION AND HEARING TESTING

The State of Texas requires vision and hearing screening or a professional vision and hearing examination for children aged 4 by September 1 and older. Your pediatrician can administer these tests in their offices; please provide proof of test completion before your child's first day of school. SPES must maintain either a current copy of the vision and hearing screening results or an affidavit stating that the vision and hearing screening conflicts with the tenets or practices of your family's church or religious denomination. Your enrollment forms contain a document for your physician to record their findings, or SPES will accept a comparable physician-generated form.

## MEDICATION

The use of medication during the school day is a serious responsibility for SPES staff; we ask that all parents follow these guidelines:

- All medication should be brought to school in its original container with the original label and be accompanied by physician instructions. Medications must be kept in the classroom out of reach of students, and may not be stored in a child's backpack, lunch bag, or personal belongings.
- A Medication Authorization form (available in the office) must be filled out for each medication.
- Over-the-counter medication must be in its original container and be accompanied by a signed directive from a physician.
- A Food Allergy Action Plan must be filled out and signed by a physician for any student with food allergies; Epi-pens, Auvi-Qs must be kept in the classroom, and your child's teacher must be trained in their use.
- An Asthma Action Plan must be filled out and signed by a physician for any student with asthma; inhalers must be kept in the classroom, and your child's teacher must be trained in their use.



- A Diabetes Action Plan must be filled out and signed by a physician for any student with diabetes; monitoring devices, insulin and syringes must be kept in the classroom, and your child's teacher must be trained in their use.

## EMERGENCY MEDICAL ATTENTION

In cases of injury or sudden illness, SPES staff will assess and respond according to basic first aid/CPR training and guidelines and in accordance with the SPES Emergency Management Plan. All teachers, administrative staff and the Director maintain American Red Cross First Aid and CPR Certification. Parents will be notified immediately in case of a major injury/illness or head injury, and in the case of any injury, will receive an incident report by the end of the day. If a child receives professional medical attention due to an injury received at SPES, SPES will self-report the incident to DFPS.

If, in the judgment of an attending adult, an injury to a child is severe enough to need professional medical attention, after securing appropriate medical care, SPES will contact parents and/or emergency contacts immediately. If the parent or emergency contact cannot be reached, the child will be transported to the nearest hospital emergency room by ambulance. Enrollment forms ask parents to provide authorization for emergency care and transport.

The completed Emergency Medical Authorization form, Immunization records, Food Allergy Action Plan, Asthma Action Plan, Diabetes Action Plan, and any other forms deemed necessary will be provided to the hospital to communicate any special needs or precautions that should be observed in caring for the child. Parents will be notified immediately and are expected to assume responsibility for any resultant expenses.

## CHILD ABUSE AND NEGLECT

In accordance with State requirements, it is the mandatory policy of SPES to report any and all suspected cases of child abuse and/or neglect to the Texas Department of Family and Protective Services. A person making such a report in good faith is immune from civil or criminal liability and the name of the person making the report will be kept confidential. Any person that suspects abuse and does not report it can be held liable for a Class-A Misdemeanor. Teachers and other



professionals must report suspected abuse or neglect within 48 hours of suspecting the child has been or may be abused or neglected.

**Child Abuse:** Abuse is mental, emotional, physical, or sexual injury to a child, or failure to report such injury

**Child Neglect:** Neglect of a child includes (1) failure to provide a child with food, clothing, shelter and/or medical care, and/or (2) leaving a child in a situation where the child is at risk of harm

**If you suspect any abuse or neglect, you should call the Abuse Hotline, which is available 24 hours a day, 7 days a week, toll free, at 1-800-252-5400 from anywhere in the U.S.**

## FOOD ALLERGIES

Parents should notify the SPES Director at the time of first contact with SPES if a potential student has food allergies. A conference will be held between the parent(s), teacher and Director to determine if the student's allergies can be accommodated safely. If a Food Allergy Action Plan can be developed in conjunction with a physician to accommodate the student, the child may be enrolled. A Food Allergy Action Plan signed by the child's physician is required, copies of which will be maintained in the office, classroom, and in the classroom "go kit." All teacher(s) are trained in the use of an epinephrine pen, and also receive training on allergen avoidance, reaction recognition, and any necessary treatment.

Allergies are posted in each classroom; a student's medications for allergies, including epinephrine pens and Benadryl are labeled and kept in the classroom "go kits" that accompany the class as they move about the school campus.

If requested, a food allergic child may sit at a table designated free from his/her allergen, and may invite friends whose lunch do not contain the allergen to eat at that table. All students wash hands before and after meals for personal hygiene, which also reduces the risk of contact with the allergen. A classroom will usually not be made "allergen free" unless several students with the same allergen are in the classroom; parents will be notified if this occurs in their child's classroom.



## SANITATION/CLEANLINESS

Children's health and the acquisition of healthy habits are vital to preventing the spread of germs and diseases. Proper hygiene is emphasized throughout the school day. Children wash their hands with soap and water after bathroom breaks, before and after eating, and after activities that necessitate clean-up. Hand sanitizer is also available in every classroom.

At the end of each day, the teachers remove trash and clean, sanitize and disinfect toys, tables, floors, countertops and classroom bathrooms in accordance with the standards promulgated by the Texas Department of Family Protective Services. A professional cleaning crew also cleans the facilities twice weekly during the school year.

## LICE

Unfortunately lice are a common part of young children's lives; their presence is in no way an indicator of bad health or hygiene habits, nor do lice transmit any disease. Lice can be spread in any public area. The most effective tool in keeping SPES lice free is our parents' diligence in checking for lice on a weekly basis at home and informing SPES immediately if lice are found.

In the event that a child is found with lice at SPES they will tactfully be removed from class and their parents will be contacted immediately. An email notification and/or letter will be sent to the parents of the student's classmates; the child's name will not be shared with others by any staff member as a matter of privacy. Once a child has been successfully treated and is lice/nit-free, they may return to school. The classroom will also be treated in their absence.

## BITING

Biting is unfortunately common among young children, however it is an issue that must be addressed appropriately for the protection of all SPES students. Biting happens for different reasons with different children under different circumstances. The first step in addressing biting is to determine why it is occurring. Parents of both the child who was bitten and the child who bit will be notified on the day of an incident. The following procedure will be followed:



**1<sup>st</sup> offense:** note sent home

**2<sup>nd</sup> offense:** conference with parents, resources given

**3<sup>rd</sup> offense:** 1 week suspension

**4<sup>th</sup> offense:** 2 week suspension

**5<sup>th</sup> offense:** suspension until parents can provide assurance that biting is no longer a concern

## PARENTS AND THE SCHOOL

SPES brings together families with a common commitment to the well-rounded development and education of their children. It is very important for parents and teachers to establish a good relationship and maintain communication with each other throughout the year. Strong communication between home and school provides continuity that will help your child have a successful preschool experience. SPES has several strategies in place to formalize contact between parents and the school and to ensure healthy ongoing communication.

## PRIVACY AND CONFIDENTIALITY

Confidentiality is a high priority for SPES. All information about families is kept in strict confidence. Information concerning students and their families will be limited to purposes directly connected with the administration of the program. SPES staff will respect each family's right to privacy. No other use of this information shall be made without prior written consent from the parent/guardian. Substitutes and volunteers are also expected to respect the same confidentiality standards as our staff. However, if and when we are concerned about a child's welfare, it is permissible to reveal confidential information to agencies or individuals who may be able to act in the child's best interest. Except in the case of maltreatment, abuse or neglect, we will obtain written permission from the parents/guardians prior to releasing confidential information; this permission will be maintained in the child's records.





## BEGINNING OF SCHOOL YEAR

Prior to the first day of school, each child will receive a welcoming communication from their new teacher and an invitation to a Meet the Teacher event. We strongly encourage all families to attend the Meet the Teacher event.

## PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences will be scheduled during the school year. Please make every effort to schedule your meeting timely when requested, as these conferences are an opportunity to receive invaluable information about your student's academic and developmental progress. Although samples of your child's work will be sent home periodically, the parent/teacher conference is a good time to discuss these in-depth; assessments made in the classroom will also be shared with you at this time. We ask that you DO NOT bring siblings to conferences; a comprehensive report can only be given when parents give their full attention to the meeting.

If you desire an additional parent/teacher conference at any other time during the school year, please contact your child's teacher to schedule a convenient time outside of class times.

## ISSUES AND GRIEVANCE PROCEDURES

SPES staff are also available for consultation at other times throughout the school year to discuss and reconcile concerns. We strongly urge you to communicate any concerns to us as soon as possible. You may also contact the Director at any time at 972-347-9700 between 9 am and 3 pm, Monday-Friday. Except for emergencies, please avoid contacting the Director or staff at home or on their cell phones.

## COMMUNICATIONS

SPES wishes to be accessible to our students' families. Messages for teachers or the Director can be left via their voicemail extensions or with the office at 972-347-9700. Calls will be returned as soon as possible when necessary. Emails and texts will also be returned as soon as possible.



A school newsletter will be published monthly, and will contain information about our curriculum, upcoming events and special dates, PTO information, and parent volunteer opportunities. Please make note of important dates and events and plan to participate if possible. If you have information you feel might be beneficial to SPES families, please submit it to the SPES office by the 20<sup>th</sup> of each month; no marketing or solicitations, please.

Teachers will also send a weekly communication via email advising of the week's themes, classroom activities, special supplies needed, etc., as well as other information that needs to be shared with families in a timely way. Please do read these emails to keep up-to-date on the activities and events in your child's classroom. Please keep the school updated as to any changes in your physical and email address(es), as well as all telephone numbers.

The SPES Facebook page will continuously be updated with information about the school, classroom activities, and school events. Parents are encouraged to "like" our Facebook page and share SPES posts with friends and family as a way to connect with your student's school.

The SPES website, [www.spesprosper.org](http://www.spesprosper.org), contains information about school policies and forms, links to the current curriculum, and other valuable information.

## PARENT-TEACHER ORGANIZATION

The SPES PTO is a group of parent volunteers who support our school in many ways, including supporting teachers in classroom activities as requested, fundraising for special projects and school enhancements, and sponsoring special events. The SPES PTO strives to create a bond between the children, parents, teachers and staff that will contribute to both their child's and the school's success. In order for the PTO to be successful, parents are invited to participate and volunteer their time and talents whenever possible.

All parents who want to be involved can be involved in some way; please ask your child's teacher how you can be involved in class activities and/or support.

**THANK YOU FOR BEING A PART OF THE SPES FAMILY!**

