



**Parent's Day Out & Preschool
OPERATIONAL POLICIES
www.claresdayschool.com**

Claire's Day School provides a quality Parent's Day Out (PDO) and Preschool experience for children aged 6mo - 5yrs in a loving, nurturing, creative, academic, and joyful atmosphere.



PURPOSE: Parent's Day Out (PDO) provides infants and toddlers the opportunity to learn and grow while having fun in a well supervised, loving atmosphere, allowing parents to engage in other activities for the day.

TIMES: PDO is offered Monday through Friday from 9:00 - 3:00 (optional early 8:30 drop-off and late 3:30 pick-up is available). You may elect any combination of days as long as they are available. The attendance schedule must remain consistent each week. Claire's Day School follows a typical school year calendar. Classes usually begin in late August and go through mid to late May. We are closed most of Thanksgiving week, 2-3 weeks at Christmas, and a week for Spring Break in March, with various Monday holidays throughout the year. Our calendar is posted on our website, and a hard copy is available in the office.

ACTIVITIES & CURRICULUM: Activities are planned to meet the social, emotional, physical, and intellectual needs of the child in each age group. Age-appropriate curriculum, including shapes, numbers, letters, etc. is taught. Music and songs will be incorporated daily. Other activities include free play (indoor & outdoor) and table activities (Play Dough, puzzles, pictures to color, etc). Videos in the older classes may be shown during transition times, such as lunch preparation.

REGISTRATION: Registration for the Summer and Fall/Spring semesters takes place in January of the preceding school year. Enrollment for the school year (Fall / Spring) is effective from late August through May, and is ongoing throughout the year until a class fills. Enrollment for the Summer term is separate from the school year enrollment. A completed enrollment form, registration form, and fees (see RATES below) must be submitted before class placement is secured. Additional forms to be returned before the PDO start date include these operational policies, discipline policy, emergency contacts, release form, and a doctor signed health statement with current immunization records included. All forms are available on our website (<http://www.claresdayschool.com>).

RATES: Tuition is determined prior to the registration period of the new school year, and is averaged over the course of a 9-month school calendar, so all months are the same rate regardless of the actual number of school days in a particular month. Tuition is due for the entire month the first week of each month. Enrollment is secured by paying the first month's tuition and the annual registration fee of \$200 (\$300 for two or more children) **both of which are non-refundable**. Monthly tuition payments may be made by credit card (Visa, MasterCard, AMEX, or Discover), and you may choose fill out a credit card authorization form for automatic payment. **Semesters paid in full with cash or check will be discounted 5% (no refunds)**. Tuition rates for PDO for the 2018 - 2019 school year are as follows:

<u>#Day(s) per week</u>	<u>tuition (9am-3pm)</u>	<u>Early Drop-off (8:30am)</u>	<u>Late Pick-up (3:30pm)</u>	<u>supply fee (once per year)</u>
One	\$200	\$15	\$15	\$35
Two	\$385	\$30	\$30	\$70
Three	\$560	\$45	\$45	\$105
Four	\$725	\$60	\$60	\$140
Five	\$870	\$75	\$75	\$175

Enrolled students may drop in on other days if space is available for \$90. You may add additional days to your weekly schedule at any time during the school year provided there is availability in your child's classroom.

If reducing days or terminating enrollment, you must provide one month's notice. Payment made after the 10th of the month will result in a \$50 late fee. Consistently late payments or failure to pay any month of tuition during the school year will result in the loss of your child's space. Returned checks will be charged a \$50 fee. Late arrivals fifteen minutes past the scheduled pick-up time will be charged \$1.00 per minute.

MAKE-UPS: We do our best to allow you to make-up a day if your child is absent due to illness. You may call us around 9:45 of the day you wish to make up, and we will check to see if there is an available space that day. As such, we ask that you notify us of any absences so that we

Parent Signature _____ Date _____

may best offer available spaces. However, because of state licensing ratio requirements, **you are only guaranteed a space on the days your child is enrolled.** Holidays are built into the calendar and are not make-up able days. Exceptions may be allowed for some Monday holidays, since there are several throughout the year, but this is also not a guarantee.

ITEMS TO BRING: All children should arrive to school with:

- Lunch including drink - see MEAL & FOOD SERVICE PRACTICES BELOW
- Diapers
- Change of clothes

Infants (6mos - 11mos) and young toddlers (12mos - 17mos) classes will have lunch in high chairs and nap in cribs. We encourage you to provide a sleep sack (labeled as clothing, **not swaddle**) for your infant or young toddler. **Blankets and bedding are not allowed in cribs.** Older toddlers and 2s classes (18mos - 35mos) will eat at tables and sleep on mats that we provide. You may send a blanket or bedroll for nap time if you would like, provided you take it home weekly to wash.

Please label ALL items, and do not send outside toys or anything your child cannot live without in case it is left behind or misplaced. You may send a blanket or lovey for naptime, but please note that extraneous items are not allowed in cribs. Your annual supply fee covers goods that we provide such as snacks, wipes, tissues, cups, paper plates, etc.

SIGN-IN / SIGN-OUT: You must sign your child in and out each day at your child's classroom.

MEAL & FOOD SERVICE PRACTICES: We will provide a daily snack including a drink, typically graham or cheese crackers and water. Foods your child is allergic to listed on the health form will not be served to your child, and you may provide snacks for your child if you would like. Parents provide lunch, which should be healthy and include a drink. **Claire's Day School is not responsible for the nutritional needs of your child.**

INFANT FORMS: A safe sleep form must be signed and returned for infants (up to 12mos) outlining state approved sleep practices. A feeding schedule must be filled out and updated monthly for infants not yet on table foods.

NURSING AREA: You may breastfeed or provide breast milk for your child while your child is in care. An adult seat is available in the infant classroom.

Parent Signature _____ Date _____



GOALS

The primary goal of preschool is to best promote the social, emotional, academic, & physical development of the preschool age child.

Our program strives to enable each child to:

- Become self-confident
- Become comfortable in a group setting
- Experience a feeling of success
- Develop self-expression, self-control, & creativity, and strong moral values
- Exhibit responsibility
- Enjoy learning

On the academic level, emphasis at Claire's Day School is placed on preparation for kindergarten. We begin teaching phonics and reading readiness the same way as it is taught in the Highland Park Independent School District (formerly known as the Slingerland method).

PRESCHOOL ACTIVITIES (9:00 - 12:00) (optional 8:30 drop-off)

Each school day will include time segments that provide your child with physical activity, arts and crafts, lesson time, music, special activities, and story time. A sample class schedule would be:

- 8:30 - 9:15 Table activities and free play
- 9:15 - 9:45 Lesson time
- 9:45 - 10:15 Outdoor play (weather permitting)
- 10:15 - 10:30 Bathroom break / wash hands
- 10:30 - 10:45 Snack
- 10:45 - 11:15 Arts and Crafts
- 11:15 - 11:30 Music, "Kid Fit", or Spanish
- 11:30 - 11:50 Story time and lesson review
- 11:50 - 12:00 Classroom cleanup / prepare to leave

School begins each day at 9:00 (optional 8:30 drop-off is available). Your punctuality is appreciated. Please do not bring your child more than five minutes prior to their scheduled start time. Children may go to the restroom or get a drink at any time during the day with the teachers' permission. Please notify us if your child will not be at school so that we do not worry. Make-up days in preschool are not allowed due to the way the weekly curriculum is planned.

AFTER SCHOOL PROGRAMS (12:00 - 3:00) (Optional 3:30 pick-up)

Claire's Day School offers optional Stay & Play & Enrichment programs each school day from 12:00-3:00 (optional 3:30 pick-up is available).

Children enrolled in either program should bring a nutritious lunch. Stay & Play children will work on projects, enjoy indoor & outdoor play, have rest time (napping & non-napping rooms available), and have lots of fun. Certified teacher Tiffany Gill plans the curriculum for the Stay &

Play program. Enrichment classes are offered to preschoolers ages 4-years or older. Enrichment programs have the goal taking of themes introduced during preschool and expanding on them through science, language arts, math, and art activities. Children are encouraged to do all activities by themselves. Certified teacher Leslie Janss plans the curriculum and teaches the enrichment classes.

REGISTRATION

Registration for the school year begins in January. Enrollment is secured with the payment of the \$200 annual registration fee (\$300 for two or more children) and the first month's tuition for morning preschool (see TUITION AND FEES below) **both of which are non-refundable**. Preschool classes typically begin in late August and end in mid to late May. All preschool programs operate from 9:00-12:00. Optional stay & play / enrichment programs are offered every day from 12:00 - 3:00. Optional early (8:30) drop-off and late (3:30) pick-up are available. Students are admitted for the entire school year (late admissions are accepted). Students must be at least 3 years old by October 31st to begin preschool in the fall. Children on the younger end of preschool do not necessarily have to be completely potty trained at the start of the year, but the classes will visit the restroom several times throughout the day, so it is preferred that children be working on it.

TUITION AND FEES

Tuition is determined prior to the registration period of the new school year, and is averaged over the course of a 9-month school calendar, so all months are the same rate regardless of the actual number of school days in a particular month. Tuition is due for the entire month the first week

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of each month. Enrollment is secured by paying the first month's tuition and the annual registration fee **both of which are non-refundable**. Monthly tuition payments may be made by credit card (Visa, MasterCard, AMEX, or Discover), and you may choose fill out a credit card authorization form for automatic payment. **Semesters paid in full with cash or check will be discounted 5% (no refunds)**. Late arrivals fifteen minutes past the scheduled pick-up time will be charged \$1.00 per minute. Tuition rates for the 2018 - 2019 school year are as follows:

Preschool program (<u>9am-12pm</u>)	<u>tuition</u>	Early Drop-off (<u>8:30am</u>)	Late Pick-up (<u>3:30pm</u>)	Semester supply fee (<u>twice per year</u>)
2-day (T/TH)	\$265	\$30	\$30	\$115
3-day (MWF)	\$395	\$45	\$45	\$155
5-day (M-F)	\$630	\$75	\$75	\$245

FALL '18 / SPRING '19 STAY & PLAY AND ENRICHMENT (per month) (12pm-3pm)

<u>#Day(s) per week</u>	<u>Stay & Play</u>	<u>Enrichment</u>	<u>Enrichment semester supply fee (twice per year)</u>
One	\$ 85	\$150	\$70
Two	\$165	\$290	\$140
Three	\$240	\$405	\$210
Four	\$310	\$495	\$280
Five	\$375	-----	-----

SCHOOL CALENDARS

A calendar is provided at the beginning of the year and is available on our website, and a monthly calendar is provided at the beginning of each month. The calendar lists any special programs and parties, as well as outlines the overall direction of our classroom activities. Special requests are also scheduled.

PARENT-TEACHER CONFERENCE

Your child's teacher is available for conferences at any mutually agreed upon time. There will be one scheduled conference during the year to assess your child's progress, but we encourage all parents to request a conference with the teacher whenever they feel the need.

PARTY CELEBRATIONS

We have will have a classroom party both in the Fall & Spring. We will also have a performance on the last day before Winter break and the last day of the school year, with all families invited to attend. If parents would like to celebrate a birthday, they may provide birthday treats for the class. Please let the teacher know in advance of your plans. Also, for the safety of the children, **NO BALLOONS PLEASE!**

CARPOOL LINE

Using the carpool line is beneficial in fostering a positive attitude and sense of independence for the child. Each family will be assigned a carpool number at the beginning of the school year. It should be placed against the windshield and clearly visible. Staff members will sign the child in/out and bring students to/from the car. **Once placed in the car, please pull forward and buckle the child in.** Since all car seats have different mechanisms, it is much faster and safer for the parents to do this. If a child is going home with a friend or there are any other changes in the normal car pool routine, please notify us. **You must ensure that every person picking up is on your authorized release list.** The school does not provide transportation.

MEAL & FOOD SERVICE PRACTICES:

Snacks will be served daily and will vary according to the letter of the week (example: apples for "A" week). A snack calendar will be posted on or near the door of the director's office. Foods your child is allergic to listed on the health form will not be served to your child, and you may provide snacks for your child if you would like. If your child is enrolled for Stay & Play or enrichment, you must provide a nutritious lunch for your child. Please do not send lunch if your child does not stay in the afternoon. **Claire's Day School is not responsible for the nutritional needs of your child.**

HEARING / VISION SCREENING

At the age of 4yrs, a hearing and vision screening will be conducted at the school. If this has been previously done by your pediatrician, we will need a copy for the files.

WATER ACTIVITIES

Water activities are limited to use of a water table, and possibly sprinkler play at the end of the school year if the weather is warm. We do not have a swimming pool.

Parent Signature _____ Date _____

ADDITIONAL POLICIES TO NOTE (Both PDO & Preschool programs)

1. **SUMMER:** During the summer, we operate Monday through Thursday from 9:00 - 3:00 (optional 8:30 drop-off and 3:30 pick-up available) and accept children from 6mos - 6yrs. PDO is offered for children aged 6mos - 3.5yrs, and enrichment classes are offered for preschool aged children and for children entering Kindergarten. Please see the director for more information on these classes, as curriculum varies each year. Registration fees paid for the prior school year will apply for summer term. Children enrolling for summer term only will be charged a \$100 registration fee. **This fee is non-refundable**, but can be applied to the fall registration. Rates of Summer programs may be found on the registration sheet. Summer tuition is prepaid for the entire summer and is independent of the fall/spring. **All summer tuition is non-refundable and must be paid in full prior to the start date to secure your child's space.**
2. **DISCIPLINE POLICY:** A discipline policy form must be read and signed prior to your child's start of school. Discipline is a means of living together and respecting the rights of others. The parents or guardian agree that the child will comply with the rules/policies of the school.
3. **SUSPENSION / EXPULSION POLICY:** If a child consistently uses behavior inappropriate for his or her age, parents will be notified to address the concerns. Should a pattern persist and/or the welfare of the class is affected, the child may be dismissed temporarily or permanently at the Director's discretion.
4. **HEALTH POLICY:** A health form and a current immunization record must be returned prior to your child's first day in class. If your child has a food allergy, you must complete the appropriate section on the health form with the food your child is allergic to, the symptoms if exposed, and the emergency action plan in case of accidental exposure.

We may contact you to pick-up your child if she or he does not appear to be feeling well. Children with clear runny noses are presumed to have allergies. However, if your child has a yellow/green discharge, this is considered contagious and your child needs to remain at home. If your child has a fever above 100 degrees by our thermometer, you will be asked to pick-up your child from school. A child needs to be **fever free for 24 hours without the use of fever reducing medication before returning to school.** Children must also be healthy enough to play outside before returning to school after illness.

City health inspections are performed annually. Due to medical and religious reasons, we encourage but do not require vaccinations for our staff. Teachers and caregivers follow proper hand-washing for children and themselves. Toys, cribs, mats, highchairs tables, etc are sanitized between uses, and disposable gloves used between each diaper change.

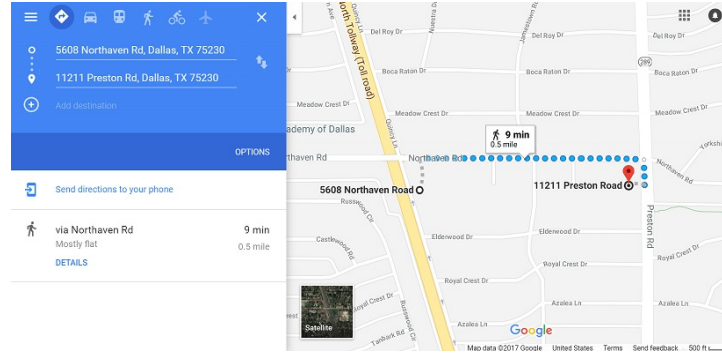
5. **MEDICATIONS POLICY:** The teachers do not administer medications. If medications are needed, you must fill out a medication request form and the director or her assistant will administer it. If it is an ongoing medication, the office can keep it for six months without completing another medication request form.
6. **MEDICAL EMERGENCIES:** An emergency contact form must be filled out prior to your child's start date. Please be sure the individual listed has consented to be contacted. In the event your child becomes ill or is injured during school hours, the parent or guardian will be contacted first. In case of a serious emergency, 911 will be called immediately.
7. **RELEASE OF CHILDREN:** Children will only be released to parents or persons designated by the parents. All persons allowed to pick up your child should be included on the release form provided in the beginning packet. Anyone picking up not recognized by the teachers or caregivers must stop by the office with an official picture ID to check against the authorized pick-up form, and then a member of the office administration will escort that person to the classroom to clear for pick-up.
8. **HEALTH CHECKS:** A visual sweep of your child will be conducted by our caregivers when they arrive at school. Any marks, bumps, or bruises will be noted, allowing us to distinguish from minor injuries that may occur while in school (falls from tripping, scraped knees, etc). It also allows us to monitor if an injury or condition has worsened (a skin rash, for example) so that we may contact you if necessary (see PARENTAL NOTIFICATIONS below). Caregivers may notify parents of non-emergency health related issues or minor ailments at pick-up should it not pose a danger to his or her self or other classmates.
9. **PARENTAL NOTIFICATIONS:** Parents will be contacted by their preferred phone number if necessary. If a teacher or caregiver suspects your child may be ill or is just not acting like he or she does normally, the director will be informed and you may receive a call to pick he or she up from school. If a HEALTH CHECK (above) has worsened, the parent may also be notified to pick-up early. For non-emergency information, school announcements, and/or policy changes, the preferred email address will be notified. Parents may call or email to setup a time to discuss any questions or concerns related to the policies and procedures of Claire's Day School.
10. **OPEN DOOR POLICY:** Parents are welcome in the building anytime during the hours of operation. We welcome parent involvement, and you are encouraged to participate in class parties, mystery reading, birthday celebrations, or any other special classroom activities.

Parent Signature _____

Date _____

We welcome active communication with our families. However, you may not remain in the classroom with your child during ordinary school times. “Drop and run” is the most effective method of acclimating children and minimizing separation anxiety.

- 11. **BUILDING SECURITY:** To ensure the safety of your children and our staff, the front doors to the building will be locked between 9:45 and 2:15. If you need to enter the building during these times, please ring the doorbell on the left side as you face the building. The door push-paddle allows for exit of the building. You must sign your child in and out each day at your child’s classroom.
- 12. **EMERGENCY PREPAREDNESS:** In the event of an emergency, preparedness plans located in each classroom will be enacted. If building evacuation is required, we will relocate to Northaven United Methodist Church at 11211 Preston Road, Dallas, TX 75230. In the event of a lockdown or severe weather, we will relocate to Fellowship Hall. Full emergency preparedness plans are known to all staff and available in the school office.



- 13. Play clothes are best for school. Your child should be able to play, work, and climb without worrying about getting good clothes soiled or torn. Tennis shoes or rubber-sole shoes will enable each child to run and climb without slipping. Please label the inside tag of all clothes, especially jackets & gloves. Please, **NO BOOTS, SANDALS, OR CROCS.**
- 14. Toys, gum, candy, or other personal belongings should not be brought to school unless requested for a lesson by your child’s teacher.
- 15. The school may be closed for inclement weather or lack of heat or air. Parents will be notified before 8:00a.m. on any day that the school is to be closed, and an announcement will be made on our website (assuming power is available) and on WFAA-TV (channel 8). **If HPISD or DISD is closed OR delayed due to inclement weather, we will be closed that day as well.**
- 16. Any special problems or situations affecting a child will be brought to the attention of the parents. Likewise, your child’s teacher would appreciate being informed of any special situations at home which might affect your child at school.
- 17. If you wish to apply insect repellent or sunscreen to your child, please do so before arriving at school, as we do not permit our teachers or caregivers to apply this to your child.
- 18. To ensure the safety of your children and our staff, the front doors to the building will be locked between 9:45 and 2:15. If you need to enter the building during these times, please ring the doorbell on the left side as you face the building. The door push-paddle allows for exit of the building.
- 19. Under Texas penal code, any area within 1000ft of a child care center is a gang free zone. Criminal offenses related to organized criminal activities are subject to harsher penalties within this area. A map of this zone is posted in the school office.
- 20. For the safety of all children, we do not take field trips. Instead, we try to have groups come to us at different times of the school year.
- 21. Animals are not permitted on the property, with the exception of a licensed petting zoo at the end of the school year.
- 22. Claire’s Day School does not provide transportation between your home and school. You may arrange carpools with other parents if you would like, provided you list everyone authorized to pick-up your child.
- 23. Claire’s Day School does not practice discrimination of the basis of race, religion or creed.
- 24. The Texas Department of Family & Protective Services licenses Claire’s Day School. For inquiries regarding child care licensing, you may call their offices at (214) 583-4253, or visit their website (<http://www.dfps.state.tx.us>). There is a copy of the minimum standards and the latest inspection report in the office for review.
- 25. Teachers and caregivers are required to have 24 hours of training annually, including identifying and reporting suspected cases of abuse and neglect. Staff are obligated to report such cases with or without consent from the child care director. Suspected abuse or neglect may be reported to the Abuse Hot Line (800-252-5400). Below are outlines of the types of abuse and their specific signs.

Parent Signature _____ Date _____

PHYSICAL ABUSE: Physical Abuse is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

Signs of Physical Abuse include:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without obvious injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unreasonable clothing that may hide injuries to arms or legs

NEGLECT: Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

Signs of Neglect include:

- Obvious malnourishment
- Lack of personal cleanliness
- Torn or dirty clothing
- Stealing or begging for food
- Child unattended for long periods of time
- Need for glasses, dental care, or other medical attention
- Frequent tardiness or absence from school

SEXUAL ABUSE: Sexual Abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.

Signs of Sexual Abuse include:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors or play
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

EMOTIONAL ABUSE: Emotional Abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

Signs of Emotional Abuse include:

- Over compliance
- Low self-esteem
- Severe depression, anxiety, or aggression
- Difficulty making friends or doing things with other children
- Lagging in physical, emotional, and intellectual development
- Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems

For more information on the signs of abuse or neglect, visit

https://www.dfps.state.tx.us/Child_Protection/Child_Safety/reporting_abuse.asp

If you suspect your family (or that of a loved one) is being abused or neglected and you do not know what to do, Dallas CASA (Court Appointed Special Advocates), an organization assisting victims of abuse and neglect, can help. Please visit their website at:

<https://www.dallascasa.org/>

Parent Signature _____ Date _____