



PARENT HANDBOOK

OPEN MONDAY THROUGH FRIDAY

HOURS: MONDAY THROUGH THURSDAY 9 AM TO 2 PM AND FRIDAY 9 AM TO 12 PM

TEACHING CHILDREN 18 MONTHS TO 5 YEARS OF AGE



TABLE OF CONTENTS

- Philosophy and Goals
Accreditation and Licensing
Enrollment Requirements
Classroom Assignments
- Tuition (Tuition & Late Fee Policies)
Communication
- Screening and Assessment
- Daily Schedule
- Inclement Weather
General Emergency Evacuation Procedures
Extended Emergency Evacuation
- Emergency Closure Procedures
During the School Day
Fire Drills & Severe Weather Drills
- Illnesses
Medical Emergencies
- Medications
Medication Requirements
- Environmental Health and Pest Control Policy
Water Activities
Animals
Starting School
- Lunches and Snacks
Relationships
Parent Involvement/Breastfeeding
- Discipline
Arrival and Departure of the Children
Alternate Pick-Up
Transportation/Field Trips
- Helpful Hints for Parents
Reporting Abuse or Neglect of Children

Parent Handbook

Parents, thank you for your interest in St. Martin's Episcopal School. We understand that enrolling your child at a new school can be a confusing experience.

To help you out, and answer many of your questions, be sure to carefully read through this handbook. A lot of important information regarding topics like emergencies, illness, and general school policies are covered.

If you have any more questions beyond what is in this booklet, be sure to contact us using the information at the bottom of the page. St. Martin's Episcopal School's staff is here to help you and your child.

Important Contact Information:

Local licensing office: 817-321-8604

State PRS Child Abuse Hotline

1-800-252-5400

E-mail for Texas Dept. of Family and

Protective Services: www.dfps.state.tx.us

A copy of Minimum Standards is available at all times in the school office.

CONTACT INFORMATION



223 South Pearson Lane
Keller, TX 76248



Phone: 817-337-4625
Fax: 817-431-5407



stmartinepiscopalschool.org



PHILOSOPHY AND GOALS

St. Martin's Episcopal School serves as a Christian outreach ministry of St. Martin-in-the-Fields Episcopal Church by providing quality early childhood education in a safe and loving Christian environment. Our goal is to instill a love of learning and to partner with parents in teaching children about the joy of following Jesus. We strive to help each individual child grow spiritually, emotionally, physically, socially and intellectually.

ACCREDITATION AND LICENSING

You have chosen an early childhood program for your child that is licensed by the State of Texas and a member of the Southwestern Association of Episcopal Schools, (SAES) and National Association of Episcopal Schools (NAES). SAES is recognized by state agencies and by eleven Episcopal dioceses within the six states served by SAES. St. Martin's Episcopal School is currently working to increase our enrollment to participate in the three year process to gain accreditation. SAES is recognized in Texas by the following state education agency:

- ***Texas Private School Accreditation Commission (TEPSAC)***

Early childhood programs accredited by SAES have voluntarily undergone a comprehensive process of internal self-study. In addition they have invited external professional review to verify compliance with the Criteria for High-Quality Early Childhood Programs, and been found to be in substantial compliance with the criteria. The criteria can be found on SAES's website at www.swaes.org.

As a licensed program in the State of Texas we are required to note that St. Martin's Episcopal School is designated as a gang-free zone under Texas House Bill 2086. In addition, guns, knives and any other weapons are not allowed in the school. If you are a law enforcement official who wears a gun as part of your uniform then you are an exception. Parents may contact the school office to review a copy of the state minimum standards and our most recent licensing inspection report.

ENROLLMENT REQUIREMENTS

St. Martin's Episcopal School holds an in-house registration and an open registration. The in-house registration is exclusively for students currently enrolled, St. Martin-in-the-Fields Episcopal Church members and siblings of former or currently enrolled students. Open registration is for those students new to the program and continues as long as space is available. Classes are always contingent upon reaching a minimum number of enrollees.

Each child is required to have a completed enrollment packet, which includes:

- Registration form
- Student information
- Emergency medical attention/state form
- Current shot record
- Children who are four by September 1 must have a hearing and screening evaluation certificate from their doctor, or have the screening done at the school in the fall for a fee. A list of special needs or any other information, which may be necessary to meet the needs of both the children and the school, must be noted.

St. Martin's Episcopal School admits students of any race, color or ethnic origin. All rights, privileges, programs and activities are available to all students in the school. We do not discriminate on the basis of race, color or ethnic origin in the administration of our policies and programs.

CLASSROOM ASSIGNMENTS

Placement of a child in a classroom is determined by age and developmental level. We want your child to be placed where his/her needs will be best met. While we do accept input from parents about room assignments, the director, assistant director, child advocate, and teachers will make the final decision based on what is best for the child, other children, teachers and the school. We do not accept teacher or friend requests.



TUITION & LATE FEE POLICIES

Tuition is the same amount every month, September – May and is due by the 1st of each month. Tuition is late after the 10th of each month which will result in a \$10 late fee. For your convenience, tuition may be paid by check, credit/debit card and electronic fund transfers (EFT) or cash. **There is a \$35.00 charge for all returned checks or denied credit/debit cards and EFT.**

Payment by Check: Checks must be made payable to St. Martin's Episcopal School. Please include your child's name on the check. For your convenience, check payments are to be dropped in the mail drop located on the wall in the school director's office. (Please do not place checks in an envelope.)

Credit Card Payments: Please fill out the form in the registration packet if you chose to use credit/debit card or EFT and attach a voided check as your form of payment.

Cash Payments: Cash payments must be processed with two St. Martin's Episcopal School office staff members. Please note that the school does not keep cash on hand for change. **Please do not place cash payments in the mail drop slot.**

Multiple Child Discount: Families with two or more children in the program receive a 10% discount per child/ per month for the second and third child.

Student Withdrawals: St. Martin's Episcopal School requires a 30-day notice prior to the end of the current month for all student withdrawals. If notice is not given, you will be charged tuition for the following month. Refunds are not given for vacations, illness or bad weather. If you experience a financial emergency, please contact the director as soon as possible.

COMMUNICATION

Class News

School and church staff will communicate through emails, class newsletters, text-messaging services, printed materials, the school website smartinepiscopalschool.org and calendars. The school may also use social media and photo-sharing and community websites.

Parent Questions and Concerns

Parent's are asked to direct their questions or concerns to their child's teacher first. If the question or concern is not answered, please contact the director or assistant director. St. Martin's Episcopal School has an open door policy and parents are free to visit at any time to observe their child and the program without prior approval. Parents may review the most recent licensing report posted on the bulletin board near the office. In addition, parents can go to www.cpsc.gov to check on product recall updates on a regular basis as issued by CPSC.

Annual Parent Survey

Parents are asked to complete a survey at the end of each year. This information helps to assess how the program is meeting the needs of parents and children, as well as to identify strengths and weaknesses of the program to help set program goals for the next year.

Confidentiality

St. Martin's Episcopal School maintains confidentiality and respects each family's right to privacy. Families are assured that all individual records, assessments and documents pertaining to their child are kept in a locked file cabinet and/or a locked room. Only staff having direct access to the child may view the child's records. There is a form that the parents may sign that gives permission for St. Martin's Episcopal School to release information to an outside agency.



SCREENING AND ASSESSMENT

Purpose

Screening and assessment are an integral part of high quality early child care and education programs.

The purposes of the screening and assessment are multiple. One purpose is to learn about the development, interests, and needs of each child which enables appropriate individualized teaching strategies to be developed. A second purpose is to detect early signs of delay in development and/or the need for further assessment, referral or early intervention. A third is to improve curriculum and teaching practices which contribute to overall program improvement.

The Screening and Assessment Instruments

Several screening and assessment instruments are used: Pre-Referral Early Childhood Behavior Checklist (academic, social, personal adjustment) Hawthorne Educational Services, Inc., PLS-5 (preschool language scale), DAYC Developmental Assessment of Young Children (cognitive, communication, social-emotional, physical development, and adaptive behavior), Preschool Evaluation Form (birth-35 months; 36-72 months); Gesell Developmental Observation; informal assessment tools.

Screening and Assessment Schedule for Administration

A portfolio is kept for each child that highlights individual strengths and accomplishments. The portfolio for each child contains work samples, an academic skills checklist, and anecdotal records, which identify and demonstrate strengths and accomplishments.

Our teachers assess the children throughout the day as they naturally move through their schedule. Teachers observe children in groups and individually and use the information to set goals for the children to better support the classroom and individual growth. Each child has a file that contains samples of their work, documentation on who they like to play with, their interests and what they find challenging. Families have ongoing opportunities to share observations from home that contribute to the assessment process. The teachers use this information to take into account family values, culture, identity and home language. Each teacher documents observations in their own way such as recording anecdotes, taking photographs, and collecting samples of the children's work. A more structured assessment is also administered towards the end of the school year.

Referrals

The teaching staff conducts initial screening and curriculum-based assessment. If we suspect that a child has a developmental delay or other special need this information is communicated to the parents. We are blessed to have a child advocate on staff to help with observations and further testing if necessary. The child advocate assists parents with referrals to outside agencies and school district programs. The school maintains lists of resources that can be shared with any parent that would like information about organizations or people that provide early intervention. The referral process is outlined below:

- The teacher completes the Pre-Referral Early Childhood Behavior Checklist (indicators of academic progress, social relationships, and personal adjustment).
- The teacher attaches information gathered from parents.
- The teacher will also attach a statement of concern to the pre-referral form (i.e. The child seems to mispronounce many words).
- An observation will be scheduled.
- After the observation, a meeting with the teacher will be held to develop a plan for the child. One of the directors will be included if it is deemed necessary. The child advocate will contact the parent to explain the plan or obtain permission for further screening. The parents may be involved in the development of the plan.
- If there is further screening, information will be shared with the parents. Resources will be provided to maximize the child's success or assistance will be given if a referral to an outside agency is necessary.



Parental Involvement

It is expected that parents and teachers will work collaboratively and in a mutually supportive fashion to ensure that the child is able to take full advantage of the services offered.

Communication with Parents

In the fall, informal phone conferences are held with each child's parents to discuss the screenings and assessments as well as the overall progress of the child. In the spring, formal conferences are held. Throughout the year, the staff works with the parents to determine which assessments are best for their child with sensitivity to family culture and language. During the spring conference, written summaries are provided to parents.

Vision, Hearing and Speech Screening

The Texas Department of Protective and State Health Services requires that all children who have reached their fourth birthday be vision and hearing screened. We have a service come in the fall and perform screenings for vision for your convenience. Your child's pediatrician can do the vision and hearing screenings during their four-year-old well check. Speech screenings are not done at a wellness checkup and we do not offer them at our school.

DAILY SCHEDULE

The following activities are typically included every day in our school program. The order and activities change throughout the year.

Opening time - Welcome, hand washing, small group activities led by teachers.

Center time - Children choose from a variety of activities including; art, writing, manipulatives, blocks, dramatic play, science, sensory table and reading.

Circle time - Songs, stories, finger plays, dramatization, introduction of theme/topic/project. This activity is led by the classroom teacher.

Snack - A snack that meets state standards is provided each day by the parents. During this time children are encouraged to exhibit good manners and talk about their daily activities. Children are encouraged to clean up after themselves.

Outside/large motor play - Children have opportunities for large motor, social development and cognitive development. The children play indoors and outdoors daily as weather permits.

Lunch time - Children bring lunch from home. The teachers provide parents with information about healthy lunches and serving sizes through out the school year. The teachers eat with the children to foster good manners and social skills. Children are encouraged to clean up after themselves.

The following activities happen throughout the week:

Chapel - Children will attend Chapel where they learn bible based songs and stories.

Music/art/science/cooking - Children will receive two classes throughout the week to explore these fun academics.

Closing time - Time to review the day's activities and get ready to go home.



INCLEMENT WEATHER

St. Martin's Episcopal School will follow Keller Independent School District for delayed starts or cancelled classes due to inclement weather. Please see your local television stations for updates and closings or check the KISD website Kellerisd.net. In addition, St. Martin's Episcopal School follows the KISD calendar for most major holidays and the first day and last day of our school may vary from the KISD first day of school and last day of school.

GENERAL EMERGENCY EVACUATION PROCEDURES

Should an emergency situation arise while school is in session, it is important for you to know that we have made preparations to deal with such an incident.

For an earthquake, teachers will direct students to 'drop and cover' and wait until the shaking has stopped, then evacuate the students immediately.

The classroom emergency backpack will accompany the class upon evacuation. This backpack will include an updated class roster with emergency contact information and authorization for emergency care for each child in the class.

The teacher will take attendance and establish the class's status:

- 1) GREEN CARD – all clear/everyone accounted for
- 2) YELLOW CARD – non-life threatening injury present
- 3) RED CARD – missing students, life threatening.

At least one teacher will remain with their class at all times.

The building can be re-entered once the building has been declared safe by the director, assistant director or emergency personnel.

In necessary, teachers will evacuate the students from the building to The Hills Church of Christ, 2501 West Southlake Blvd., Southlake, TX 76092, Phone: 817-281-0773.

Students will remain with school personnel until safe to re-enter the building or are picked up by an authorized adult.

EXTENDED EMERGENCY EVACUATION

The administration and staff will follow the Emergency Response Procedures:

The administration staff will establish a command post at the front doors of St. Martin's Episcopal School.

Adults arriving to pick up a child should report to the command post area only. Adults will be required to show identification and sign the child out.

The command center will verify the information and then send a 'runner' to pick up the child from their classroom teacher.

Parents must stay in the command center area until their child is released to them.

The classroom teacher will verify the information before releasing the child.

The Godly Play room will be designated a medical area for CPR/first aid treatment.

Students will remain at St. Martin's Episcopal School until they are released to the parents or an authorized adult.



EMERGENCY CLOSURE PROCEDURES DURING THE SCHOOL DAY

In the event it becomes necessary to send children home early from school, the following Emergency Closure Procedures will be followed:

- Parents will be sent a SMS text message and an email notification. As time allows they will receive a phone call from the school or church personnel.
- The normal learning environment will continue until dismissal of students is announced.
- A parent pickup area will be set up in the front entrance hallway.

Intruder/Lockdown Procedures

- All visitors and volunteers will sign-in at the office and wear a school name tag during school hours.
- In the event of an intruder on campus, the office staff will notify the teachers that we are on a yellow/red lockdown level.
- The school staff will call 911 immediately.
- The school staff will contact the church office notifying them of the current situation.
- Teachers will direct students to move away from direct line of the classroom windows or interior door windows. Internal and external doors to the classroom will be locked. Exterior classroom window shades will be closed, and classroom door windows will be covered.
- Designated staff will be responsible to lock internal and external doors to the building.
- The lockdown will remain in effect until law enforcement officers verify it is safe to resume school.
- In the event that the school needs to dismiss students, the Emergency Closure Procedures During the School Day will be in effect.
- During a lock down situation, parents must not attempt to enter the building until the area has been secured by local law enforcement officers.
- Once the lock down has been removed, parents or authorized person waiting to pickup their child(ren) will be directed to the command center at the front school entrance where the children will be called from the classroom and escorted to the command center by a school employee.

Power or Water Outage

In the event of a power or water outage, teachers will remain with their students until a decision is made for the remainder of the school day. The school day will continue as normally as possible. If a decision is made to send children home, the Emergency Closure Procedures During the School Day will be followed.

FIRE & SEVERE WEATHER DRILLS

The Texas Department of Protective and Regulatory Services require each school to conduct monthly fire drills. The school is also required to conduct severe weather drills once every three months. Please refer to the emergency procedures listed in each classroom for details. We will evacuate to the far south side of the parking lot. After a drill parents will be notified.



ILLNESSES

Upon recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from the home when any of the following exists, and will not be accepted at St. Martin's Episcopal School:

- Fever of 100 degrees or higher
- Vomiting and/or diarrhea (even associated with teething and/or medication)
- Any symptoms of childhood diseases, such as scarlet fever, measles, chicken pox, strep throat, flu, etc., or any other infectious diseases
- Common Cold
- Sore Throat
- Croup
- Fifth Disease
- Any unexplained rash
- Any skin infection, boils, ringworm, impetigo, or head lice
- Pinkeye or other eye infections (All eye infections are contagious. The child must be on medication for 24 hours before returning to school with a doctor's note.)
- Any communicable diseases
- Cloudy or green runny nose and/or persistent cough

We require that a child be free of fever (without medication), vomiting, and/or diarrhea for 24 hours before returning to school. When in doubt, please keep your child at home.

Please report any absences from school to the school office.

The school staff assumes that responsible parents will not send a child to school if he/she shows any signs of illness. This is not only for the protection of your own child, but also for the protection of the other children and staff. If a child becomes ill during the day, a parent or authorized person must come and pick the child up in a timely manner. Your emergency contact will be called if we are unable to locate you at home, work or on your cell phone.

MEDICAL EMERGENCIES

In the event of a medical emergency requiring 911 assistance, 911 and the parents will be called simultaneously. If the parent cannot be reached, St. Martin's Episcopal School will secure any and all necessary emergency medical care for the child. (Please refer to the medical emergency page of your registration form).

In case of an accident or sudden illness, we will always try to:

- Contact the parents
- Contact the person(s) listed on the daily sign-out sheet
- Contact the person(s) listed as emergency and authorized numbers on the registration forms

PLEASE MAKE SURE THAT ALL NUMBERS ARE KEPT UPDATED AND THAT THESE PEOPLE ARE AWARE THAT THEY WILL BE CALLED AND EXPECTED TO PICK UP YOUR CHILD. IF A CONTACT PERSON'S NAME AND NUMBER ARE PROVIDED, PLEASE MAKE SURE THAT HE/SHE IS AWARE OF THE POLICY SO THAT HE/SHE WILL NOT BE UPSET WHEN CALLED.



MEDICATIONS

We do not dispense medications at St. Martin's Episcopal School without consent from the director or assistant director.

We will not dispense antibiotics, cough or cold medication. If your child is taking these cough or cold medications they need to stay home. The following medications can be kept at school once a parent fills out the appropriate paperwork.

- Diaper rash cream
- Teething gel
- Asthma inhalers
- Epi Pens and emergency doses of Benadryl

If your child has **any allergies**, we must have written information explaining the allergies and types of reactions on your registration form. Any medication sent to school must be carried by the parent to the school office in its original labeled container. The parents will be required to fill out a medication form with dosage and time of needed administration. No medications will be given out without a form signed by the parent. All asthma kits, Epi Pens must also be brought directly to the school office by the parent.

MEDICATION REQUIREMENTS

- All medicine must be in the original container and labeled with the child's name.
- If it is over-the-counter medication, it must state the amount to be administered by child's age and/or weight.
- All medicine must be labeled with the date (if prescribed) or the date brought to the school.
- The medicine must include directions on how to administer the medication.
- If the medication is prescribed, the name of the physician prescribing the medication must be on the container.
- All medications must have an expiration date and we cannot administer medication after the expiration date.
- The medicine can only be administered to the child for whom it was intended.
- The parent has to sign an authorization form and include the dates and times for the school to administer the medication and these directions must follow the label directions. These forms are available in the school office.
- Medications need to be picked up by parents on the last day of school. Any medications not picked up will be disposed of properly.



ENVIRONMENTAL HEALTH AND PEST CONTROL POLICY

The school facility and outdoor play areas are entirely smoke-free. The program maintains facilities so they are free from harmful animals, insect pests and poisonous plants. In the event pesticides and herbicides are used they are applied according to the manufacturer's instructions. They are used when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children. The program uses the techniques known as Integrated Pest Management (IPM) so that the least hazardous means are used to control pests and unwanted vegetation.

WATER ACTIVITIES

Water activities at St. Martin's Episcopal School are limited to water table play and sprinklers. A blanket permission for water activities is on our registration form.

ANIMALS

Pets are not allowed at the school on a regular basis. In the event we have a pet visiting a classroom notification will be given to the parents. ALL animals visiting the school must be fully immunized and suitable for contact with children as documented by a licensed veterinarian, animal shelter or zoo. The teaching staff will supervise all interactions between the children and animals as well as instruct the children on safe behavior when interacting with the animals. Reptiles, including turtles, may not be classroom pets due to the risk of salmonella infection.

STARTING SCHOOL

All belongings should be clearly marked with your child's name. Please dress your child in play clothes and closed-toe shoes. Do not send your child to school in boots, sandals, crocs or flip flops. Bring in at least additional change of clothing (top, bottom, underwear and socks) in case of an accident. In the cooler months, send a coat to school with your child.

Children in the twos classes who are not fully potty trained will need to come to school in a pull-up. If your child is in the middle of potty training make sure you share this information with the teachers. We will do everything possible to promote potty training at school. Children in the three and four classes must be fully potty trained. This includes being able to wipe themselves as needed. Children will need to bring to school the following on a daily basis:

18 months and Twos

Labeled disposable diapers or pull-ups, baby wipes, two non-spill drinking cups with lids (no juice boxes), lunch consisting of finger foods (protein, fruits and vegetables), two changes of clothing

Threes, Fours and Fives

Change of clothing, lunch, and a water bottle with a spout/straw - no screw top bottles

PEANUT – ALL NUT FREE AND LATEX FREE

St. Martin's Episcopal School has adopted to be a NUT-FREE and LATEX-FREE school. Some classrooms may include children with severe allergies to peanuts and tree nuts and latex. To ensure that each child can learn safely, we are asking the parents of all children to take extra precautions to help us provide a NUT-FREE and LATEX-FREE environment.



LUNCHEES AND SNACKS

A lunch should be brought from home consisting of nutritious finger foods that can be served with little assistance, such as sandwiches, cheese cubes, fruit, etc. Please send in any utensils that will be needed, a drink and a napkin. Your child's teacher will discuss nutritious lunches and handouts with suggestions will be available at Open House. Candy and carbonated beverages are strongly discouraged. Water will be made available for the children who do not bring a drink. We ask that you do not bring any red juices. Please be sure your child's name is on his lunch box, thermos, and all containers. We are unable to serve lunches that need to be assembled or heated. Children in the 18 month and two-year-old classes will need to bring two drinks both in sippy cups with lids that are spill proof. When packing lunches and bringing in snacks please make sure hot dogs, grapes, meats or cheeses are smaller than one-half inch.

Snack time is a very important part of our day at St. Martin's Episcopal School. Parents are asked to sign up on a voluntary basis to bring a peanut-free and nut-free, healthy snack several times throughout the school year. Your child's teacher will give you a list of healthy snack suggestions and a sign-up sheet. Your child's birthday is always a great time to provide a snack for the class.

BREASTFEEDING

For your convenience, mothers who are breastfeeding may do so in the director's office.

RELATIONSHIPS

Staff members share the following values as a guide for interactions among staff members, between staff and children and between staff and parents.

We support each other by regular communication, recognizing effort and accomplishments and proactive conflict resolution.

We are committed to reaching out to people of different races, genders, ethnicity, and ability, and we strive to create an environment of inclusion that celebrates our differences as well as what we have in common. Our program accepts children with special needs as long as a safe, supportive environment can be provided for the child consistent with the requirements of the Americans with Disabilities Act.

PARENT INVOLVEMENT

All classroom visitors are required to sign-in and pick up a visitor tag in the office. Classroom visits are always welcome. We have many volunteer opportunities for our parents as well, below is a list of ways in which parents can become involved in the school:

- Sharing cultures and family traditions
- Being the room parent, working with the teacher on parties/events - assisting with classroom activities
- Sharing a craft, collection, or treasure
- Sharing career and work experiences
- Saving materials and "stuff" for school projects
- Preparing materials at home (cutting, stapling, sewing)
- Volunteering for church/school events



DISCIPLINE

Positive reinforcement and logical consequences is the foundation of our discipline policy. Limits and rules are established for the benefit of each child as a member of St. Martin's Episcopal School. A note will be sent home if your child is disciplined. Aggressive behavior will be dealt with in the following manner:

- Time out within the classroom or outside the large motor play area (one minute for every year of their age). - Time out in the director or assistant director's office.
- If a child is sent to the director or assistant director's office twice in one day they will be sent home the remainder of the day.

Misbehavior will be discussed with the parents. If aggressive behavior becomes a chronic problem in the classroom, suspension from the program may be necessary. Parents will be informed by the director if this is a possibility. Aggressive behavior is defined as biting, hitting, kicking, pushing or other abusive behavior that is directed to other children or staff.

Timeouts are used sparingly and food is never withheld as a punishment.

ARRIVAL AND DEPARTURE OF CHILDREN

Children should be dropped off between 8:55 am and 9:15am. The State requires parents to sign their child in and out every day. Please leave a phone number where you can be reached throughout the day in case your child becomes ill or has an emergency.

The main door will remain locked for security reasons between 9:15 am and 1:55 pm. If you wish to enter the facility between these times please ring the bell and a staff member will help you check in with the school office.

If there is someone who is not allowed to pick up your child due to legal proceedings, please notify the director immediately. The office will need to retain documentation concerning this matter.

ALTERNATE PICKUP AND LATE FEE PICKUP

If another person is going to pick up your child at the end of the day, you must notify the school by phone call and his/her name must appear on your child's authorization list. If the person picking up the child IS NOT on your approved list he/she will need to present their driver's license to the office before the child is released from the school. There will be no exceptions to this policy.

Children are to be dropped off between 8:55am and 9:15am and picked up between 1:55pm and 2:05pm. There is a late fee policy in effect for children who are picked up after 2:05pm. Parents will be charged a late fee of \$1.00 per minute that they are late. We understand situations arise so please notify the office if you are going to be late.

TRANSPORTATION/FIELD TRIPS

St. Martin's Episcopal School does not provide transportation for students. In an emergency, we will call 911 for transportation to a local hospital. St. Martin's Episcopal School is not currently doing field trips.



HELPFUL HINTS FOR PARENTS

Most children are pleased about starting school. Children pick up on our feelings, so be positive and reassuring to your child about starting school. Do not tell the child how much fun you will have while he is at school; explain that while he is doing his job, you are doing yours. Create a normal routine at home the first few days of school. Honestly answer all questions the child asks about school. Make sure your child gets enough sleep the night before a school day. 10 to 12 hours is the average amount of sleep for a school age child.

We suggest that you begin a “wake up” routine with your child two to three weeks prior to the first day of school. This will get your child accustomed to the new morning routine and will help him or her have an appetite for breakfast.

When you bring your child to school, you are bringing him/her to a teacher who knows and understands children. Place your child in her hands, assure him/her that you will return and leave promptly. Most children make better adjustments to the group these first days if the parent is not present.

It cannot be overemphasized that prompt arrival, regular attendance (unless the child is ill) and picking up your child on time is important to the establishment of future habits of regularity.

If you have any questions or concerns please talk to your child’s teacher first. If your question or concern is not answered, contact the director or assistant director of the school. We are all here to make sure that you and your child have a rewarding school experience.

REPORTING ABUSE OR NEGLECT OF CHILDREN

Our staff receives one hour of training annually on recognizing and preventing child abuse and neglect.

To report an emergency, call 911. To report child abuse or neglect call 1-800-252-5400 or use our secure website: www.txabusehotline.org. You may also contact the local Department of Family and Protective Services at 817-321-8623.