



# PARENT HANDBOOK

February 9, 2018

**September - May**  
**Monday - Friday 9 - 2**  
**Extended Care on Tuesday & Thursday 2-4**



**St. Martin's Episcopal School**  
223 South Pearson Lane, Keller, TX 76248  
stmartinepiscopalschool.org  
817-337-4625



***Proven success starts here !***

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## **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**

We are 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 [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 the SAES website at [www.swaes.org](http://www.swaes.org).

Parents may review the most recent licensing report posted on the bulletin board near the office and the DFPS Minimum Standards in the office.

Parents may contact the local Texas Department of Family and Protective Services (DFPS) licensing office at 817-321-8604. Parents may contact the DFPS child abuse hotline at 1-800-252-5400 or online at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

In addition, parents can go to [www.cpsc.gov](http://www.cpsc.gov) to check on product recall updates on a regular basis as issued by CPSC.

## **Enrollment**

### **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 and their siblings or St. Martin-in-the-Fields Episcopal Church members. 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.

Parents will be notified of upcoming registration and any changes in a packet in your child's folder.

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

- Registration/Supply Fee (due at enrollment)
- Statement of Wellness with parent's and physician's signature/stamp (due on student's first day of school)
- A copy of your child's current immunization record with physician's signature/stamp (We no longer accept Affidavits; current immunization records are due with Statement of Wellness on student's first day of school.) Per State Licensing, when your child turns 4 years old they must get a Vision and Hearing Screening.
- Payment Form (due at enrollment)
- Student Profile Form (due on student's first day of school)

## **Nondiscrimination**

St. Martin's Episcopal School admits students without regard to race, color, religion, national origin, ethnicity, sexual orientation, or gender identity. All rights, privileges, programs and activities are available to all students in our school. We are an inclusive community.

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.

## **Classroom assignment**

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, and teachers will make the final decision based on what is best for the child, other children, teachers and the school. The director places children in classes based on their age by September 1 of that school year, the number of days your child attends, and state licensing minimum standards ratio requirements. We do not accept teacher or friend requests.

## **Tuition, payments, fees, discounts, withdrawals**

Tuition is the same amount every month, September – May and is due on the 1st of each month. It is a monthly average from an annual tuition cost. Tuition is late after the 9th of each month which will result in a \$10 per day late fee until tuition and late fees are paid in full for the month. For your convenience, tuition may be paid by check, credit/debit card and electronic fund transfers (EFT). **There is a \$35.00 charge for all returned checks or denied credit/debit cards and EFT. It is your responsibility to inform the school of expiring cards, discontinued cards or stolen cards before the automatic payment to avoid the \$35 service fee.**

**Payment by check:** Checks must be made payable to St. Martin's Episcopal School. Please include your child's name and the purpose of the check in the memo. For example, write "Johnny White- May tuition." For your convenience, check payments are to be dropped in the payment drop box located on the wall in the school director's office. There is no need to place checks in an envelope.

**Credit card payments:** Please fill out the payment form in the registration packet if you chose to use credit/debit card or EFT. There are new forms available in the office if your card changes. If you change your card three or more times in a school year, there will be a \$35 charge each subsequent time you change your card.

**Discounts available:**

- Families with multiple siblings in our program receive a 10% discount on tuition for each additional child
- 5% discount on tuition if paying for the year in advance (September through May)
- 2.5% discount on tuition if paying for the semester in advance (Fall Semester is September through December and Spring Semester is January through May.)
- \$50 paid toward tuition for any referral after all fees for one month are paid
- \$10 discount if you pay the registration/supply fee by March 1 of the previous school year

**Student withdrawal:** 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.

If a parent gives a two week notice to end their need for Extended Care, a timely refund would be processed. Either a credit would be issued to a credit card or a credit would be given toward the next month's tuition.

**School program changes:** If the school must end the extended care program, the school will give a thirty-day notice and the same refund policy applies.

### **Non-payment of tuition**

The director may remove a child from the school if the tuition is 15 days late.

### **Arrival and Departure**

School begins promptly at 9 am. The front door will be unlocked at 8:55 and locked at 9:15. We understand that sometimes things happen and you may arrive later than 9 am, but please try to be in class by 9 am as late arrivals interrupt the other children's learning time and your child misses valuable morning learning time. If you are late, please ring the bell and we will take your child to their class to cut back on the class interruption. We will bring the sign-in sheet to you to sign your child in.

Children are to be picked up at 2 pm Monday through Friday or at 4pm on Tuesday and Thursday if enrolled in Extended Care.

School doors will remain locked for security reasons between 9:15 am and 5 minutes prior to pick up time. If you need to pick up your child before school is out, please ring the bell by the office door and enter the school office. We will bring your child and the sign-out sheet to you.

### **Sign in and out procedures**

At a state licensed school, you must sign your child in and out every day. Please include an emergency number every day as it may change during the week depending on appointments and work schedules. Also include who will be picking up your child. This person must be on the authorized pick up list and may be asked to show identification before picking up your child.

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

### **Alternate pickup**

If another person other than the one you listed on the sign-in sheet at the beginning of the day 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. The person picking up your child 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.

### **Late pickup and late pickup fees**

There is a late fee policy in effect for children who are picked up after 2:10 pm for school and 4:10 pm for Extended Care. Parents will be charged a late fee of \$1.00 per minute that they are late. The late fee begins at pick up time- 2 or 4 pm. We understand situations arise so please notify the office if you are going to be late.

### **Appropriate dress for school**

Your child's safety is our primary concern. Please dress your child in comfortable, washable play clothes and closed-toe shoes. Make sure the shoes fit correctly and that they are appropriate for running and climbing. Closed toe sneakers or tennis shoes are best for climbing and playing. Do not send your child to school in western boots, sandals, crocs or flip flops as they are inappropriate for preschool activities unless it is a special occasion. In that case, please send closed toe shoes for playground activities. Shorts should be worn under dresses. Jewelry (necklaces, dangling earrings, bracelets, or rings) should not be worn to school as it may be a choking or safety issue.

If any of these policies conflict with your cultural practices, please discuss your wishes with the director.

### **What to bring to school**

All belongings should be clearly marked with your child's name. Items every child will need are:

- Backpack large enough to hold a folder (which we will supply), a lunch box, and a change of clothes
- Daily spill-proof cup for water. Please send a sippy cup or sports bottle that the child can operate independently. Please do not send a water bottle with a twist cap that can be removed and be a choking hazard. Water bottles with sports lids are fine.
- Tree nut and peanut free lunch in a lunch box with an ice pack if needed
- Extra sippy cup or drink if you want them to have anything other than the water in the daily cup
- Seasonal change of clothes - include shirt, pants, underwear, pull-ups or diapers if needed, and socks; Pullups need the side closures for ease in changing. Please check backpack and change your student's clothes with the change of seasons.

Items for Toddlers, 2 Year Olds:

- At least 4 diapers or pullups with side closures
- Nap mat roll with blanket and pillow included. You can find these at Walmart [https://www.walmart.com/search/?query=nap%20mat&cat\\_id=0](https://www.walmart.com/search/?query=nap%20mat&cat_id=0). We prefer the nap mat rolls that we can hang under the cubbies with their backpacks as space is limited in the classrooms.

## Communication

### Class news

School and church staff will communicate through email, class newsletters, Remind text messaging, printed materials, the school website [smartinepiscopalschool.org](http://smartinepiscopalschool.org) and calendars. The school may also use social media and community websites.

### Parent questions and concerns

Parents 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.

### Parent involvement

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. Visitors must sign-in in the office and wear a nametag while visiting.

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 for school projects



- Preparing materials at home (cutting, stapling, sewing)
- Volunteering for school events

## **Visitors**

All visitors during school hours are required to sign in at the school office and wear a visitor nametag.

## **Parent surveys**

Parents may be asked to complete surveys during the school year and 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.

## **Confidentiality & records release**

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.

## **Screening and assessment**

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.

We will use a preschool evaluation form and informal assessments.

Our teachers assess the children throughout the day as they naturally move through their day. 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. You will have a parent conference in the beginning and end of Pre-K/TK so the teachers can discuss your child's readiness for kindergarten. Other conferences are available if you need them. Please feel free to ask the teacher for a conference time.

## **Inclement weather, closings, holidays**

St. Martin's Episcopal School will follow Keller Independent School District for delayed starts or cancelled classes due to inclement weather. Please check the Keller ISD website [kellerisd.net](http://kellerisd.net) or see your local television stations for updates and closings. If Keller ISD opens late, our school will open 30 minutes LATER so teachers can travel to school safely and prepare for class. School closings due to inclement weather or unforeseen events will not be made up.

St. Martin's Episcopal School generally follows the KISD calendar for most major holidays. The first day and last day of our school will vary from the KISD first day of school and last day of school.

## **Emergency plans**

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. Each staff member receives training about these procedures to insure the children's safety. Please refer to the emergency plans listed in the office and in each classroom for details. We practice fire drills monthly and bad weather and lockdown drills quarterly.

Parents must keep all phone numbers updated. Please make sure the people you list are aware that they will be called and expected to pick up your child.

All teachers carry a classroom emergency bag which includes an updated class roster with emergency contact information and authorization for emergency care for each child in the class.

For fire drills, we evacuate the school and line up outside the double glass doors across the parking lot by the soccer fields.

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

For bad weather, we will move all children to room 4 which has all inside walls.

## **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 Remind text message notification and as time allows, they will receive a phone call or email from the school.
- The normal learning environment will continue until dismissal of students is announced.
- Parents or authorized persons will pick up and sign out children in their classrooms.

## **Power, water or phone outage**

In the event of a power, water or phone 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.

## **Intruder/lockdown procedures**

- We practice these drills quarterly.
- Please refer to the emergency plans listed in the office and in each classroom for details.
- During a lockdown situation, parent or authorized pickup person must not attempt to enter the building until the area has been secured by local law enforcement officers.
- Once the lockdown has been removed, parents or authorized persons may enter the building to sign their child out for the day.

## Relocation emergency evacuation

If necessary, school staff will evacuate the students from the building to [The Hills Church of Christ, 2501 West Southlake Blvd., Southlake, TX 76092](http://www.thehills.org/), Phone 817-281-0773, <http://www.thehills.org/>. In the event of an evacuation, parents will be notified via Remind text message notification, and as time allows, a phone call or email from the school.

## Health, medication and safety

### Illnesses and absences

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 (Eye secretions will be wiped clean and monitored. If it returns, the child will be sent home. All eye infections will be considered contagious until examined by a doctor. A doctor's note will be required for the child's return to the school.)
- Any communicable diseases
- Cloudy or green runny nose and/or persistent cough

**Children must 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 do 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 the emergency contact 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.

Please report any absences from school to the office at 817-337-4625.

It is recommended, but not required that both the children and the teachers receive the flu vaccine. It is also recommended that the teachers get the DTaP vaccine. Both of these vaccines will help prevent the spread of illness at school.

## Medical emergencies

In the event of a medical emergency requiring 911 assistance, the director will call 911 and then will call the parents. If the parent cannot be reached, St. Martin's Episcopal School will secure any and all necessary emergency medical care for the child.

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

- First try to contact the parents
- Next we will contact the persons listed on the daily sign-out sheet
- Last we will contact the persons listed as emergency contacts on the registration forms

Parents must keep all phone numbers updated. Please make sure the people you list are aware that they will be called and expected to pick up your child.

## 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. The following medications can be kept at school once a parent fills out the Authorization for Dispensing Medication, state form 7238.

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

## Allergies

**If a parent indicates an allergy or asthma that requires treatment, the medication, along with the signed physician action plan, must be in the office for the child to be in attendance.** If a student is allergic to any food, you will need a Food Allergy and Anaphylaxis Emergency Care Plan signed by the parent and the child's doctor. We will need two EpiPens and any other medication in its original labeled container with the medication form.

## Medication requirements

All asthma kits, medications, and EpiPens must be brought directly to the school office by the parent in its original labeled container. The parents will be required to fill out an Authorization for Dispensing Medication, state form 7238 with dosage and time of needed administration. No medications will be given out without a form signed by the parent.

- 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. 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.

### **Insect repellent and sunscreen**

Please apply insect repellent and sunscreen before school. If it will need to be reapplied, we will follow the medication guidelines.

### **Environmental health, pest and plant control**

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.

### **Peanut – all nut free and latex free school**

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, tree nuts and latex. To ensure that each child can learn safely, please take extra precautions to help us provide a NUT-FREE and LATEX-FREE environment.

### **Water activities**

Water activities at St. Martin's Episcopal School are limited to water table play and sprinklers.

### **Lunches 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. Candy and carbonated beverages are strongly discouraged. Please 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. We do not need any choking hazards so when packing lunches and bringing in snacks, please make sure hot dogs, grapes, cherry tomatoes, meats or cheeses are smaller than one-half inch. Please do not send popcorn for children two and under.

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.

## **Birthdays**

Simple recognition will be given to your child on his birthday. Your child's birthday is always a great time to provide a snack for the class. Please coordinate with your child's teacher. Bring peanut and tree nut free cookies or small cupcakes; no cakes, please.

This is not intended to be a birthday party for your child. No gifts are to be exchanged. If you bring invitations to a birthday party inside the school, there must be one for each child in your child's room.

## **Breastfeeding**

You have the right to breastfeed and/or provide breast-milk for your child. For your convenience, mothers who are breastfeeding may do so in the director's office.

## **Gang-free/ drug-free**

St. Martin's Episcopal School is a drug-free and gang free zone.

Under the Texas Penal Code, any area within 1000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to increased penalty. St. Martin's Episcopal School is designated as a gang-free zone under Texas House Bill 2086.

## **Weapon-free**

Guns, knives and any other weapons are not allowed in the school. This includes toy weapons. Peace officers, law enforcement, and security officers commissioned by the Texas Private Security Board who are trained and certified to carry a firearm on duty may have firearms and ammunition on the premises of the child-care center.

## **Discipline**

Positive reinforcement and logical consequences are 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 for 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 or outdoor time is never withheld as a punishment.

Discipline will be:

1. Individualized and consistent for each child
2. Appropriate to the child's level of understanding
3. Directed toward teaching the child acceptable behavior and self-control
4. A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
  - a. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
  - b. Reminding a child of behavior expectations daily by using clear, positive statements
  - c. Redirecting behavior using positive statements
  - d. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age

There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance will not be used:

1. Corporal punishment or threats of corporal punishment
2. Punishment associated with food, naps, or toilet training
3. Pinching, shaking, or biting a child
4. Hitting a child with a hand or instrument
5. Putting anything in or on a child's mouth
6. Humiliating, ridiculing, rejecting, or yelling at a child
7. Subjecting a child to harsh, abusive, or profane language
8. Placing a child in a locked or dark room, bathroom, or closet
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device.

## **Termination of enrollment**

In certain circumstances, it may be necessary for the director to decide to discontinue a child's attendance. Such a decision would be based on what is in the best interest of that child as well as the child's classmates. Every effort will be made to correct a problematic situation before a final decision is made. Termination of enrollment may be a result of the following:

- Abuse of other children, staff, or property
- Disruptive or dangerous behavior
- The school's inability to meet the child's needs

- Non-payment of tuition-the director may remove a child from the program if the tuition is late by 15 days.

## **Transportation**

In a medical emergency, we will call 911 for transportation to a local hospital. St. Martin's Episcopal School has professionals such as police, fire department, a dentist, a biologist, a storyteller etc. come to the school. We do not leave the school for field trips.

## **Reporting abuse or neglect of children**

Our staff receives annual training on recognizing and preventing child abuse and neglect.

To report child abuse or neglect call the Texas Department of Family and Protective Services (DFPS) child abuse hotline at 1-800-252-5400 or use online reporting at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

## **Questions or concerns**

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.