



Parent Handbook

**Policies and Procedures
Fort Worth**

¡Bienvenidos!

Welcome to Spanish Schoolhouse Preschool! We are excited to have you and your child on this Spanish language immersion journey. We will provide your child with an outstanding early childhood education enriched with immersion in the Spanish language. What a great gift you are giving your child!

The following policies are important in order to maintain a healthy, safe and positive atmosphere for your child. Please read the policies carefully and refer to them throughout the school year. Thank you! ¡Gracias!

Please note that we are a Christian based school. Although we do not teach Bible stories or discuss the Bible, we celebrate Christmas and Easter in our classrooms. In addition, the children say a prayer before eating lunch and/or naptime. If you would like more details, please ask in the office.

General Information

Open Door Policy

We have an “open door” policy and invite you to drop in at any time. Stop in and visit whenever you wish. However, early childhood education is very important to us, so we ask that you do not disturb the classrooms. Visit anytime, but please pre-arrange a time to visit inside the classroom.

Nondiscrimination Policy

Applications for enrollment are accepted without regard to race, religion, color, sex or national origin.

Our Motto and Philosophy

“Learn the Language. Experience the Culture. Create the Future.”

We strive to prepare our students for elementary education and beyond by developing their cognitive, social, cultural, and motor skills. Our teaching philosophy is based on the principle that children learn best when they are engaged. We implement this philosophy by creating an active learning environment where children have direct, hands-on experiences with manipulatives, art, books, music, dance, cultural events, circle time and more, with plenty of student/teacher interaction.

Children engaged in an active learning environment construct their own knowledge through their interactions with the world and the people around them. In a Spanish immersion program the Spanish language drives these interactions. Children experience and interpret the world around them in Spanish and eventually take full ownership of the second language.

At SSH, the ingredients of an active learning environment include:

- Abundant materials
- Opportunities for manipulating or handling these materials
- Freedom to choose which materials they will use and how they will use them
- The encouragement for students to use language (Spanish, of course!) to describe what they are doing and reflect on their actions
- Opportunities to participate in celebrations and traditions of the Latin culture, to expand each child's world view
- Teachers, parents, and other adults who support children by encouraging and challenging their reasoning, problem solving, and creativity

Our goal is to prepare each child with an excellent early childhood education coupled with the benefits of the Spanish language and cultural awareness. An education at Spanish Schoolhouse creates a platform for future academic success. Equally important, it empowers children with a cultural awareness that brightens the future... for them and for the world!

Enrollment & Fees

Forms

The school must have all necessary forms completed and **on file before** your child will be admitted, in order to comply with state regulations. These forms include:

1. Child Admission/Registration Form
2. Health Statement – Signed by physician
3. Signature Page from Parent Handbook of Policies and Procedures
4. A copy of your child's updated immunization records

Updating Information

For the safety of your child, it is very important that we have current contact numbers and emails, emergency contacts, and allergy information. Please be sure to update your student's information on our website AND in the office file immediately if there are any changes. You may log in to your account and update your profile at any time.

Registration Fee

The annual registration fee will be due upon enrollment each school year to guarantee your child's spot. **Registration fees are non-refundable.**

Tuition Policy

Tuition is an annual fee divided into 10 equal monthly payments. All tuition is due the first day of the month, beginning August 1. IMPORTANT: *If payment is not received by August 3, your child's spot CANNOT BE GUARANTEED.* Wait listed families will be contacted beginning August 4.

Payments may be made online monthly, or by enrolling in the Auto-Pay system (for which a PayPal account is required). To sign up for Auto-pay, simply check the “Auto-Pay” box on the “Make Payment” page and you will be walked through the steps. Checks are also accepted at the school.

On the 4th of the month, any unpaid tuition will incur a late charge of \$10.00 per child. If tuition is unpaid by the 10th, an additional fee of \$15 will be added to your tuition, and the student will not be permitted to attend school until full payment, including late fees, is received. The tuition payment is the same amount each month, regardless of illness or holidays. **Please be aware that you will not receive a statement each month.**

Missed Days

Spanish Schoolhouse does not offer a reduction in tuition for illnesses, vacations, scheduled holidays/breaks, or weather/emergency closings. Additionally, because we must maintain our student: teacher ratios, we cannot offer make-up days for any missed days, with the exception of the two scheduled weather make-up days which are listed on the school calendar.

Withdrawal Procedure and Transfers

If you wish to withdraw your child from our program, please provide the office staff with a written notice 30 days prior to the date of withdrawal. If a 30-day notice is not given, you will be held responsible for the following month's tuition.

Transfers to another Spanish Schoolhouse campus are dependent upon space availability. Please contact the director of your current school if interested in transferring. A 30-day notice is requested, if possible, to plan for staff.

Returned Checks

There will be a \$35.00 charge for all returned checks. Please pick up the check and replace it with a money order or cashier's check within 2 business days of being notified of its return. Your account will be put on a money order or cashier's check basis after two returned checks.

Hours of Operation

School Hours

The school year runs August 14, 2017-May 31, 2018 with summer camps held in June and July. Spanish Schoolhouse is open Monday – Friday. Regular Preschool school hours are 9:00am – 2:00pm. Extended care hours are 7:30am – 6:00pm. Please make every effort to arrive promptly, as the first hour of the day includes morning activities and Circle Time, which are fundamental for learning and socialization.

Please note that children cannot be dropped off earlier than 8:55am unless enrolled in the extended program. To ensure the safety of our students, all parents and students must enter the school through the main entrance. All visitors during school hours must check in at the school office.

Closures/Bad Weather Policy

Our school follows the Fort Worth ISD Calendar for major breaks and holidays. A school calendar will be provided to you in August and an online calendar may be viewed on our website by logging into your family account.

Please note: If the ISD is closed due to bad weather, we will also be closed. In addition, if the ISD opens late, we will open at the same time as the elementary schools. In event of bad weather, please check the local TV stations/websites for information on ISD closings. Spanish Schoolhouse will offer a maximum of two (2) make-up days for bad weather.

Late Pick Up Fee

Spanish Schoolhouse staff will remain with students until all children are picked-up.

For the regular program (9 am-2 pm), there will be a 10 minute grace period due to carpool. After 2:10, a late fee of \$1/minute will be assessed. For families enrolled in Stay & Play extended care, there is no grace period. A late fee of \$1/minute will be assessed if the child is not picked up by the closing time. All late fees are per family, not per child.

The parent or individual picking up the children will be asked to sign a form acknowledging that the late fee will be added to their account. Repeated late pick-ups or non-payment of late fees may be cause for removal of the child from the program.

Arrival & Departure

Sign In & Out

Please sign in your child in the appropriate class folder upon arrival and sign your child out when picking up. This is a state requirement and is the parent's responsibility, unless using carpool.

Release of Child to Authorized Individuals

If anyone other than the parent is picking up the child, they will need to show a driver's license before the child can be released. The name of the person picking up must also be listed on the "Release of Child" section of the admission information in your child's folder.

Carpool

Carpool (drive through line to pick up) is available for your convenience in the afternoon. After the carpool process is complete, the teachers will sign your child in or out on the attendance folder.

PM – A pick-up carpool lane will be available between 2:00pm – 2:10pm

You are welcome to walk in to pick up your child instead of using carpool, but please refrain from long conversations with the teachers, as their focus needs to be on the safety of the children during the carpool process. If walking in, please sign your child out.

Please do not park your car in the carpool area to pick up your child as this will cause a traffic jam in our carpool area. If you are using carpool, a staff member will help get your child and his/her belongings into the car. Thank you for your cooperation.

You will be provided with carpool instructions during the first weeks of school. Your child's safety comes first! Please help us by following the carpool procedures.

Parking Lot Safety & Cell Phone Policy

The safety of our students and families is our number one concern. Our parking lot is extremely busy at arrival and departure times. Please follow these rules in the parking lot:

1. DRIVE SLOWLY and be observant.
2. Cell phone usage is prohibited (unless parked).
3. When crossing the parking lot, please hold on to your child's hand.
4. Please do not leave children in an unattended vehicle, even for a short period of time.

Health / Medical Information

Spanish Schoolhouse does not have a medical professional on staff and we are not trained to perform thorough medical assessments. We do make general visual observations to look for obvious signs of illness such as vomiting, diarrhea, high temperature, etc.

Illness

Your child's health is of great importance. In order to safeguard the health of all children and minimize the spread of germs, we strictly adhere to the following policies.

If your child becomes ill while at the school, you will be notified immediately to pick up your child. In such an event, your child will be removed from the classroom and will wait in a designated area (comfortably with a quiet activity) until you arrive. Parents will be called to pick up children who have an oral temperature of 101 or above.

Your child must be free of fever, diarrhea, and vomiting for 24 hours (without the use of medicine) in order to return to school. If your child requires antibiotics, they must have been taken for a full 24 hours prior to their return to class.

If your child has been diagnosed with a communicable disease, such as chicken pox, please notify the school.

We appreciate your full cooperation with this policy, as it will decrease the number of times the children are exposed to contagious illnesses.

Head Lice

Children are sent home from school if live lice are found in their hair. They are allowed to return to school after one medicated treatment has been given. When the child returns to school, a discreet head check may be performed by school personnel to ensure that no live lice remain. At the Director's discretion, the school may escalate to a "no nit" policy, as needed.

Medication

A written statement from the physician and/or parent is required to authorize all medication given to a child at the school. The medication log will be signed by staff **each time** a child is given medication. All medication must be in the ***original container***, indicating the child's name, type, date of prescribed medication, and dosage amount.

Over-the-counter medications sent by parents must be in their original container and must be given according to the labeled directions only. No medications can be measured in advance or put into other containers. Diaper rash medication will be applied by request only. A signed permission slip must be in the child's file.

We ask parents to apply sunscreen and insect repellent at home prior to arriving at school. Should there be a need to reapply, a medication authorization form must be filled out with instructions and left in the office with the product in its original container.

Allergies

If your child has a diagnosed allergy, please provide the office with a written Allergy Emergency Plan from your doctor. Please note that the Director may designate a classroom "nut free" if a child in that class has a severe allergy.

Medical Emergencies

The staff will make every effort to ensure the safety of your child while in our care. Unfortunately, accidents may occur. We will notify you immediately in the event of illness or accident.

In the unlikely event that a medical emergency arises the following steps will be taken:

- 1.) SSH Staff member will assess the situation and begin first aid or CPR as needed.
A second staff member will phone 911, if a true medical emergency exists.
- 2.) Every effort will be made to contact the parent/guardian, or the emergency contact listed if the parent/guardian cannot be reached.
- 3.) A staff member will accompany the student to the hospital and remain with him/her until a parent/guardian arrives.
- 4.) An incident report will be completed and signed by both director and parent within 48 hours of the time the incident occurred.
- 5.) Within 48 hours, Spanish Schoolhouse will inform the Department of Family and Protective Services of the emergency that has occurred.

Weather Policy for Outside Play

Children must have an outdoor recess time every day, weather permitting. PLEASE SEND A COAT TO SCHOOL WITH YOUR CHILD ON COLD DAYS so that the children may play outside.

During summer months, we will check the ozone daily and have the following policy: If **GREEN** ozone, children go out in the morning and in the afternoon. If **ORANGE** ozone, children will go out only in the morning, no afternoon outside time. If **RED** ozone, children will not go out in morning or afternoon.

Water Play

At certain times of the year the children may participate in water activities, which include sprinkler play, water toys, and water table play.

Hearing and Vision Screening

The state of Texas law requires that all children who are 4 years old by September 1 of the school year must have a hearing and vision screening on file. We will coordinate this service at the school one time per year; however, the screening will be at the parents' expense. Parents may choose to have the screening done by their own pediatrician/physician and then provide us with the results for the child's file. If you are providing screening results, these must be on file with the school no later than Dec. 1.

Staff Vaccine Policy

Texas Child Care Licensing requires that childcare centers have a written policy on staff vaccinations. We respect our staff members' rights to make informed decisions about their personal vaccinations, and Spanish Schoolhouse employment contracts do not require that staff be vaccinated.

In the Classroom

Classroom Placement

Texas public schools (and many private schools) allow enrollment into each grade level based on the student's age on September 1. At Spanish Schoolhouse we encourage parents to enroll their children using the same guideline, but in some cases our schools can extend the cut-off to September 30. Please contact the Director for more information.

Behavioral Management

At Spanish Schoolhouse, we strive to develop respectful, responsible and happy learners. Our schools use the Love and Logic® methodology, and our teachers are trained in these techniques. This method helps teach respect for self and others, and encourages personal responsibility and academic motivation.

Spanish Schoolhouse believes in setting limits and providing children with many choices within those limits throughout the school day. Making mistakes is a part of the learning process, and our goal is to help students learn and grow from these experiences. When a student makes a choice that is not within the limits, teachers will remind the student of acceptable choices using positive statements and encourage the student to cooperate and take personal responsibility.

If these strategies are not effective, a short “thinking time” in the classroom may be used to help the student regain focus and self-control. The use of physical punishment is **never** permitted. If needed, discipline will be in English, to make sure the student understands.

If a child has consistent behavior challenges in the classroom, including aggressive behavior, our Behavioral Support Plan will take effect.

Behavioral Support Plan

1. **First incident** of unacceptable behavior - A "Just to Let You Know" note will be sent home to parents.
2. **Second incident** - Teacher or Director will speak with parents and explain the remaining steps of the behavior plan, which will be in effect if a third incident occurs.
3. **Third incident** - A conference will be held with parents, and parents will be advised that the child will be sent home if a further incident occurs. The parent will sign to ensure that the policy has been discussed and is understood.
4. **Fourth incident** - Child will be sent home immediately.
5. **Fifth incident** - Child will be suspended from school for a period of one week. When the child returns to school, he or she must be accompanied for one week by a "shadow" (an adult hired by the parents to supervise the student at all times during the school day). The shadow person must be approved by Spanish Schoolhouse, and complete a background check before being in the school. If the above steps have been taken and the undesirable behavior is not resolved, the final step of permanent suspension will be taken.

Spanish Schoolhouse has the right to suspend a child from school either temporarily or permanently.

Biting Policy

Biting is common among toddlers. Children at this stage of development do not always have the words to express themselves. Their expression may come in the form of biting. If your child bites or is bitten, you will be notified with a “Just to Let You Know” note. All names will remain confidential. Teachers will use preventative techniques in the classroom as needed to prevent future biting and protect all children.

Biting usually stops by the age of three, as most children have the language skills at that point to express their needs. If an older child should bite, all parties involved will be notified, and the Director will work with the parent to develop an action plan.

Discipline Policy Required by the State

We are required by the state of Texas law to give you the following information regarding discipline: Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

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

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) 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 must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (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 with the door closed;
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Potty Training

Children in the 3-year old and 4-year old classrooms must be potty trained. Diapers are permitted in the 2-year-old classrooms only. If children are not potty trained, they cannot progress to the 3-year old class.

Uniform Policy & Extra Clothing

A school uniform is required each day. A Spanish Schoolhouse shirt or jumper must be worn daily; bottoms must be navy blue, khaki, or denim (blue only). Long pants, shorts or skirts are acceptable bottoms. When needed for extra warmth, a long-sleeved t-shirt may be worn under uniform shirts or jumpers. We offer:

- *T-shirts (unisex and girls' cut)
- *Polo shirts
- *Sweatshirts
- *Sweaters
- *Girls' white button down blouses
- *Boys' white button down shirt
- *Girls' jumpers

Uniform orders will be taken before school begins, as well as throughout the school year.

Please note that SSH summer camp t-shirts are **not** acceptable uniforms for the August-May school year.

Each child will need one complete set of extra clothing at the school for accidents and/or spills. The extra clothes do not need to be uniform items. Please make sure that the extra clothes are seasonally appropriate. *Please mark all personal items* for easy identification such as coats, sweaters, gloves, mats, etc.

Personal Belongings

Children should not bring personal toys from home, as the school cannot be responsible for these items.

We cannot replace lost articles. When you bring your child to school, all parents are asked to place the student's belongings in the designated space and to not lay them down for the teacher to put away. It is very difficult to remember every child's coat, sweater etc. Parents are responsible for putting the child's name on clothing, mats, coats, and each item that enters the school. *We cannot be responsible for lost items.*

Please check to be sure that you have all your child's items before leaving the school. This will help decrease the number of items lost.

Naptime

After lunch, a nap or rest period is provided for all preschool children. Please provide a rest mat for your child. A plastic, accordion folding nap mat is preferred for hygienic reasons. Plastic mats can be purchased at Wal-Mart or online. A **small** blanket with child's name is optional. For the safety of the children, please avoid sending full-sized pillows to school (small, child-size pillows are acceptable). Mats and personal blankets or other personal items must be taken home each day.

Food

- We will provide all children with a healthy morning snack. Children enrolled in Stay and Play will also receive an afternoon snack.
- Everyone will be required to bring his or her own lunch from home, including utensils.
- Please send a spill-proof water bottle or spill-proof cup daily.
- If sending perishable items, please place an ice pack in the lunch, as we are not able to refrigerate or heat lunches.
- Please do not send food or drink items in any glass containers, for safety reasons.
- The school is not responsible for the nutritional value of the lunch provided by the parent.
- Special treats will be provided periodically, so ***please provide written notice of any food allergies or food restrictions.***
- **For the safety of all children, any outside food brought into the school to be shared with others must be store-bought, in original packaging with the ingredient list.**

Conferences

Parent/Teacher conferences will be held in the fall semester, and written progress reports will be sent home in January and May. Additional Parent/Teacher conferences are available as needed or requested by the parents and/or teacher at any time throughout the school year. You will be notified in advance of conference dates.

If any questions or concerns arise regarding our school, curriculum, or staff, the Director is available for conferences throughout the year.

Breastfeeding Mothers

Mothers have the right to breastfeed or provide breast milk for their children. If you require an area for breastfeeding, please speak to the Director and a quiet, comfortable area will be provided for you.

Emergency Plans and Drills

By law, emergency drills are held periodically in order to acquaint your child with evacuation procedures. This may make quite an impression on your child the first time the drill is held, but your child will soon become accustomed to it and know just what to do in the event of an emergency. Fire drills are practiced monthly and emergency drills are practiced every three months.

A copy of the school's Emergency Plans is available at the school office, if you would like to review it or request a copy.

In the event of an emergency in which we must evacuate the school, children will be moved to the following alternate shelter: **Ridglea Presbyterian Church**, 6201 Camp Bowie Blvd., Fort Worth, TX 76116

Severe Weather Policy

In Case of Severe Weather Threat

When there is a threat of severe weather, SSH employees will monitor the situation closely. If a tornado or severe storm WATCH is issued for the area, children will not go outside for recess, and teachers will be alerted to the possibility of going into the safe areas. If a tornado WARNING is issued or a tornado is spotted, a warning signal will be sounded and all students will be directed to the designated safe area and will sit in the protective position. Everyone will remain in the sheltered area until the warning is discontinued.

Communications

In the event that a severe weather/tornado warning is in effect close to pick-up time, if time (and connectivity) permits, the school will send an email to all parents notifying them that the children are being moved to the safe area and that children will not be dismissed until the warning is lifted. No late fees will be charged. We will also post a notice on our Facebook page. If time permits, the school voicemail will be changed to a temporary greeting advising parents of the same.

If a parent has already arrived at the school, he/she will be directed to the safe area. Parents are encouraged to stay in the safe area in the building, rather than leave in potentially dangerous conditions.

Please understand that in an emergency situation, we may not be able to answer the phone, as our first priority is the safety of the children and staff. Please check your email and/or our Facebook page for updates. If the power is out and you do not hear anything from us, please know that we are keeping the children safe.

School Pictures

School pictures will be taken at least once a year. There is no charge at the time of the session, and purchase of these pictures is optional.

Home – School Communication

Your child will be provided a folder to carry information between home and school. Please check your child's folder daily for schoolwork and important information. Your child's teacher will also check the folder daily for notes from home. **VERY IMPORTANT: PLEASE BE SURE TO SEND YOUR CHILD'S FOLDER TO SCHOOL EACH DAY.**

Please note that we are striving to "go green" so detailed information will generally be sent via email, and paper correspondence will be kept to a minimum. You will receive the following regular communications by email:

- Monthly Newsletter
- Monthly Calendar
- Weekly Email Reminders
- "Remind" Text Messages

In addition to the above, the School Year Calendar and a monthly Events Calendar can be found on our website.

Parent Information and Involvement

Parent Involvement

We invite and encourage parent involvement in our school! Our volunteer coordinator is responsible for collecting volunteers' names at the beginning-of-year parent meeting as well as throughout the year. Classroom parties, fundraisers, and special events are a great way to volunteer at our school. Shortly after the school year begins, the volunteer coordinator will have a meeting to create volunteer committees. Specified "room parents" will help the volunteer coordinator arrange events and assist the teachers and/or office.

Please note that all volunteers must complete a criminal background check and be cleared before being able to volunteer in the school.

Fundraisers

Please note that participation in fundraisers is optional. While tuition and fees supply our operating budget, fundraisers allow the purchase of additional equipment and supplies which enrich our program. We appreciate and welcome your participation in our fundraisers, but please be assured that any fundraisers are completely OPTIONAL.

Candy in the Classroom

Spanish Schoolhouse values children's health and would like to encourage healthy habits. Therefore, Spanish Schoolhouse will not give children candy in the classroom. We also ask that parents who are arranging parties please limit sweets. Some good alternatives are: goldfish crackers, pencils, erasers, etc.

School Policies

In the event of a policy change, you will be notified of the new policy by email. If you have any questions or concerns about a policy or procedure, please feel free to discuss this with the Director when you are at the school or to schedule a time for a private conference.

Licensing Information

Because we are licensed by the state of Texas, there are standards by which we must abide. To view a copy of the standards or the most recent inspection report for our school, please ask the Director. This information will be available for your review at all times. You can also contact the Texas Department of Protective and Regulatory services at 1-800-862-5252 or visit the website at www.dfps.state.tx.us. Addresses are as follows:

Ft. Worth Area:	1501 Circle Dr., Suite 310, Fort Worth, Texas 76119	(817) 321-8604
Dallas Area:	8700 N. Stemmons Freeway, Dallas, Texas 75247	(214) 951-7902

Denton:	535 S Loop 288, Suite 2001, Denton, TX 76205	(940) 381-3447
Plano:	550 E. 15th St., Suite 120, Plano, Texas 75074	(469) 229-6900 x6901
Houston Area:	P.O. Box 16017, Houston, Texas 77222-6017	(713) 940-3009
Austin Area:	14000 Summit Dr., Suite 100, Austin, TX 78728	(512) 834-3426

Gang Free Zone

We are required by state of Texas law to inform parents that our school is in a gang-free zone. A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include schools. The gang-free zone is within 1000 feet of all schools. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

Prevention and Response to Child Abuse and Neglect

Spanish Schoolhouse employees are required to obtain a minimum of 24 hours of training each year relevant to the age of the children for whom they provide care. At least one hour of annual training must focus on prevention, recognition, and reporting of child abuse and neglect, in accordance with the Texas Department of Family and Protective Services, Rule 746.13089 of the Minimum Standards for Child-Care Centers.

Employees and parents may find information on child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect and techniques for prevention of abuse and neglect, at <http://www.dfps.state.tx.us/Training/Reporting/resources.asp> and <http://www.dfps.state.tx.us/Training/Reporting/recognizing.asp>.

Coordination between Spanish Schoolhouse and appropriate community organizations will always be through and upon advisement of the Department of Family and Protective Services, and our current Child Care Licensing Representative.

For assistance and intervention for a child who is a suspected victim of abuse or neglect, please contact DFPS at 1-800-252-5400 or 1-800-4-A-CHILD or www.txabusehotline.org.

Tax Statements

According to the Internal Revenue Service, a childcare expense for working parents is tax deductible. Your payments and our Tax ID number are available on the website. Log in to your account and click the "Payment History" tab at the top of the screen in order to view and print your payment history.

For any compliments, concerns or questions, please contact your school or Customer Service at 972-618-2500 or at info@spanishschoolhouse.com

Signature Page (please sign and turn in to the school office)

I have been given and have read the **Spanish Schoolhouse Parent Handbook Policies and Procedures** and agree to abide by the terms. I understand that I will be notified of any change in policy.

Name of Child Enrolled _____

Printed Name of Parent _____

Signature _____

Date _____

I understand that my child's information (address, phone number, and email address) will be listed on the class roster and given to the families in my child's class for contact information purposes only. My signature below confirms my consent.

Signature _____

I give permission for my child to be included in photos/videos for:

- *School Use, including newsletters, photo albums shared with parents only on Shutterfly, and show DVDs* (Please note that if your child participates in shows, they cannot be excluded from the DVD.)

Yes _____ (initial here) No _____ (initial here)

- *SSH Facebook/Website/Promotional Materials*

Yes _____ (initial here) No _____ (initial here)

Signature _____

(Please feel free to make any special notes below)