



**Parent Handbook**  
of  
**Operational Policies**  
**Rockwall**  
**2020-2021**

Rev 12.18.19

# ¡Bienvenidos!

Welcome to Spanish Schoolhouse Preschool and Kindergarten! 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!

## General Information

### **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
- 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 worldview
- 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!

## ***At Spanish Schoolhouse, it's all about Language, Love, and Learning!***

### **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.

### **Christian-based School**

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.

### **Nondiscrimination Policy**

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

## **Enrollment & Fees**

### **Required Forms**

The school must have all necessary forms completed and **on file before** the first day of school to comply with state regulations. Forms may be emailed, mailed or brought to the school during regular business hours. These forms include:

1. Child Admission/Registration Form (Completed through the family profile on the SSH website)
2. [Health Statement](#) – Signed by physician
3. Immunization records
4. Allergy Emergency Plan, if applicable (required for any diagnosed food allergies)

Please see the “Hearing and Vision Screening” section on Page 9 regarding the required hearing and vision forms for children who are 4 years-old by September 1.

### **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 immediately if there are any changes. You may log in to your account and update your profile at any time. Please note that you will be required to re-sign your child's admission form acknowledging any changes made.

## **Registration Fee**

The annual registration fee will be due upon registration 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 4<sup>th</sup> of the month, any unpaid tuition will incur a late charge of \$10.00 per child. If tuition is unpaid by the 10<sup>th</sup>, 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.**

## **Available Discounts**

We proudly offer the following discounts at SSH Rockwall

5% pre-pay discount- Pay the annual tuition in full by 7/1 to receive a 5% discount

10% Sibling Discount- The highest tuition in each family is charged at the full rate and additional siblings enrolled at the same time receive a 10% discount.

Switch for Free

Military Discount

Police/Fire/EMT Discount

## **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, apart from the two scheduled weather make-up days which are listed on the school calendar.

## **Withdrawal Procedure, Enrollment Modifications, and Transfers**

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

To modify an enrollment, specifically to reduce the number of days or hours, a 30-day notice is also required before the changes will go into effect. No notice is required if you wish to increase your enrollment but will depend on space availability.

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 12, 2020 – May 27, 2021. Summer camps are held in June and July and may be registered for separately. Spanish Schoolhouse is open Monday – Friday. Regular Preschool and Kindergarten school hours are 9:00 am – 2:00 pm. Extended care hours are 7:30 am – 6:00 pm. 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 8:55 am 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 Rockwall ISD Calendar for major breaks and holidays. A school year calendar will be provided to you in August and may be viewed on our website.

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 the 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. The following fees apply for late pick-ups:

- 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 \$3/minute will be assessed if the child is not picked up by 6 pm. 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 your child in on 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.

When your child arrives at school, a staff member will sign him/her in on the attendance folder

### **Release of Child to Authorized Individuals**

If anyone other than the parent is picking up the child, they must be listed on the "Release of Child" section on the admission form and will need to show a driver's license. The staff will make a copy of the license and keep the copy in the child's folder.

### **Carpool**

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

AM – A drop-off carpool lane will be available between 9:00 am and 9:15 am

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

You are welcome to walk in to drop off or 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 in or out.

Please do not park your car in the carpool area to drop off or pick up your child as this will cause a traffic jam. 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.

- 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 \$3/minute will be assessed if the child is not picked up by 6 pm. All late fees are per family, not per child.

You will be provided with more specific 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 onto 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 regularly to look for obvious signs of injury or of illness such as vomiting, diarrhea, high temperature, etc.

### **Illness**

Your child's health is of great importance. 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 any of the following:

- An oral temperature above 101 degrees
- An ear temperature above 100 degrees
- An underarm temperature above 100 degrees
- Diarrhea
- Vomiting

**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 immediately so that we may inform the parents in that classroom. A child with a communicable disease must have a doctor's note to return to school.

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

## **Medication**

If your child needs to be given any medication at school, you must request and complete a [Medication Authorization Form](#). The medication log will be completed by staff **each time** a child is given medication. All prescription 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 during the day, a Medication Authorization Form must be filled out with instructions and left in the office with the product in its original container.

## **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.

## **Allergies**

If your child has a diagnosed food allergy, please provide the office with a written Allergy Emergency Plan from your doctor. Please note that the Director may prohibit a certain food item in the classroom if a child in that class has a severe food 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 occurred.

### **Weather Policy for Outside Play**

Per Texas State Licensing Requirements, 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. If your child has a diagnosed outdoor allergy, they must have a signed doctor's note in order to stay indoors during outside recess.

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 the child is enrolled in Stay & Play. 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 Nov. 15.

### **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.

### **Potty Training**

Children in the 3-year-old and 4-year-old classrooms must be potty trained. Diapers are permitted in the 18-month and 2-year-old classrooms only. If children are not potty trained, they cannot progress to the 3-year-old class.

### **Diaper and Wipe Supplies**

Parents of our 18-month and 2-year-old children are responsible for keeping a supply of personal diapers and wipes at the school for diaper changes. We will send a written notification if your child's items need to be resupplied.

### **18-month-old Walking**

One milestone that is important for your student to reach before school starts is walking. Please be aware that we do require that children in this class be able to walk independently (unless they have a diagnosed disability and prior approval from the director). If your child has not started walking by early August, please contact us about the possibility of moving your child to the waitlist until he/she is developmentally ready.

### **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.

Incorporating Love and Logic®, 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.

**When children exhibit behaviors that are atypical compared to their peers (including such things as not reaching developmental goals, or behavior that is aggressive or interferes with the operation of the classroom) the following support plan will be implemented.**

### **Behavioral Support Plan**

#### **1. Observation and Documentation**

- At the first incident, we will send parents a notification in writing describing the atypical behavior. We will send additional notes if the behavior continues.

#### **2. Communication**

- If the behavior continues, the director will arrange an Initial Conference (IC) with the child’s parents. Director, teacher(s), parent(s) must be present. Together they will create a plan designed to help the student improve his/her behavior.
- During the Initial Conference (IC), a Follow-Up Conference (FC) will be scheduled.

#### **3. Working Together (Home/School Team)**

- If the child’s behavior has improved and the Home/School team is working together in a positive way, we will continue with the plan and set up a third conference (TC).
- If there are no improvements in the child’s behavior, or if the Home/School team is unable to work together positively, the child must be evaluated by an ISD or a behavior specialist (we can provide a referral) within the next 21 days. If behavior causes a safety concern for the child or others, the child may not be able to attend school during this period.

#### **4. Decision**

- Once we have received a specialist’s evaluation/diagnosis of the child, we will consult with the specialist and the family to determine if SSH’s resources are sufficient to support the child, or if another school with specialized resources would be a better fit.
- If we do not receive evaluation results and/or the parents do not take the child to the specialist’s appointment, the student will be removed from our program.

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 in writing. 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 a younger child bites persistently or an older child bites, all parties involved will be notified, and the Behavioral Support Plan above will be implemented.

### **Discipline Policy Required by the State**

We are required by Texas state 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; and
- (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; and
  - (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 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; and;
- (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.

## Uniform Policy & Extra Clothing

A school uniform is required each day, other than the school's designated "Periquito Azul" days. A Spanish Schoolhouse shirt or jumper must be worn daily; bottoms may be long pants, leggings, shorts or skirts in the following colors only: **navy blue**, **khaki**, or **denim** (blue only). When needed for extra warmth, a long-sleeved t-shirt may be worn under uniform shirts or dress/jumpers.

Available Uniforms Include:

- \*T-shirts (unisex and girls' cut)
- \*Polo shirts
- \*Sweatshirts (hoodie or microfleece)
- \*Sweaters (V-neck and cardigans)
- \*White button-down blouses/shirts
- \*Girls' jumpers or dresses

If a child comes to school without a uniform, the school will lend one to the student one time. If a second instance occurs, please note that we will provide a new one for you to keep and will apply a charge of \$12 to your account.

Uniform orders will be taken before school begins, as well as throughout the school year at [www.spanishschoolhouseuniforms.com](http://www.spanishschoolhouseuniforms.com).

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 toys or personal electronics from home, as the school cannot be responsible for these items and they create a distraction in the classroom.*

*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 Walmart or online. A **small** blanket with your child's name is optional. For the safety of the children, please avoid sending full-sized pillows, mats, or blankets to school (small, child-size items 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 & Play will also receive an afternoon snack.
- Everyone will be required to bring his or her own lunch from home, including utensils. On Fridays we have Pizza Day. Please see the office for details.
- 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 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.** The exception is for our Thanksgiving Feast in November. For this event, parents may bring homemade food to school. Parents will be notified in advance, so they may send an alternative lunch with their child if desired.
- **According to the American Academy of Pediatrics (AAP), the following foods are the most common choking hazards for children under 4 years old:**
  - Hotdogs
  - Hard Candy
  - Peanuts/Nuts
  - Seeds
  - Whole Grapes
  - Whole Cherry/Grape
  - Tomatoes
  - Raw Carrots
  - Apples
  - Popcorn
  - Chunks of Peanut Butter

- Marshmallows
- Chewing Gum
- Sausages

Please be aware of these potential choking hazards and cut food into small pieces when packing lunch for your child or providing snacks for parties.

## **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 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.

**Note:** In the event of an emergency in which we must evacuate the school, children will be moved to the following alternate shelter: Holy Trinity Church

## **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

If 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 and/or send a Remind text message. 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, texts, 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 most information will be sent electronically, and paper correspondence will be kept to a minimum. You will receive the following regular communications electronically:

- Monthly Newsletter
- Monthly Calendar/18-month and 2-Year-Old 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 volunteer 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. Participation in our fundraisers is completely voluntary. We appreciate and welcome your participation at whatever level is comfortable for your family.

### **Candy in the Classroom**

Spanish Schoolhouse values children's health and would like to encourage healthy habits. Therefore, Spanish Schoolhouse will not give candy to the children in the classroom. We also ask that parents who are arranging parties please provide healthy choices. 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](http://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:   | 1330 E. 40th St., Houston, Texas 77022              | (713) 692-3236       |
| Austin Area:    | 14000 Summit Dr., Suite 100, Austin, TX 78728       | (512) 834-3426       |

### **Gang Free Zone**

We are required by the 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](http://www.txabusehotline.org).

### **Parent and Student Access to Educational Records**

By law, both parents, whether married, separated or divorced, have access to a student's records until the student becomes 18 years of age and is no longer a dependent for tax purposes. If a parent's parental rights have been terminated, access to the student's records is also terminated. Legal guardians have the same rights as do parents.

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### **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 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](mailto:info@spanishschoolhouse.com)**