

Fair Haven Day School

Parent Handbook

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PHILOSOPHY

Fair Haven Day School recognizes the importance of early childhood education in today's society. The school is dedicated to providing a quality early childhood program that will support and contribute to the success and well being of each child and family.

The staff is committed to providing a safe and stimulating environment that will enable each child to learn at his/her own pace while developing self-confidence and a love for learning.

CURRICULUM GOALS

The curriculum is designed to:

- ❖ Strengthen communication skills necessary for listening, reading, writing, and speaking by providing an environment rich in the practical uses of words.
- ❖ Stimulate cognitive problem-solving skills with an emphasis on the concepts of cause and effect, classification, serialization, space, time, numbers, shape, and colors.
- ❖ Support the development of social skills such as sharing, cooperation, generosity and empathy.
- ❖ Foster positive self-esteem.
- ❖ Provide opportunities for creative expression.
- ❖ Enhance fine motor and gross motor skills.
- ❖ Develop safe and healthy habits in young children with an emphasis on proper hygiene, sound nutrition, exercise and physical care.

For the specific objectives addressed at each age level, consult with your child's teacher. Developmentally appropriate activities are planned and implemented in each class. The daily schedules provide for a balance between student-directed and teacher-directed activities, quiet and active time, and inside and outside learning. Students have daily opportunities to read books, use a variety of art media, explore math and science materials, experience music, and work alone or together with friends.

PROGRAM QUALITY

High quality early childhood education programs benefit children. Children who experience a quality program have greater academic success, enhanced self-esteem, and increased self-control. There are four factors present in high quality schools:

1. Lower staff-child ratios
2. Smaller group sizes
3. Staff educated in Early Childhood Education or Child Development
4. Parent involvement

We keep the number of students assigned to each staff member lower than that required by the *Texas Department of Protective and Regulatory Services' Minimum Standards*. We also keep our group size smaller. Fair Haven Day School is committed to employing well-trained personnel. All staff receives at least 24 hours of training per year, as well as CPR and first aid certification. We are extremely proud of the educational levels of our staff.

NON-DISCRIMINATION POLICY

Fair Haven Day School does not discriminate against any child based on race, color, national origin, sex, religion, or disabilities. Reasonable accommodation will be made to provide services to persons with disabilities. All students are accepted on a probationary basis. Together, the staff and parents will assess each child's needs to insure that the program (and classroom) is able to meet the needs of your child.

LICENSING AGENCY

The Day School is licensed by the Department of Family and Protective Services. This agency is governed by the State of Texas which provides mandatory guidelines outlined in the Minimum Standards (revised in 2010).

HOURS, DAYS, AND MONTHS OF OPERATION

The school day is from 9:00 a.m. – 2:00 p.m. Monday thru Friday, with extended hours available (see below) as early as 7:00 a.m. to as late as 6:00 p.m. The school year is September through May, with summer sessions available in June, July and August. Fair Haven Day School closely follows the Spring Branch ISD calendar for holidays and inclement weather situations. Please listen to your radio or TV for information about school closings. If SBISD closes for inclement weather, Fair Haven Day School will also close. If the school needs to be closed for either a local or national emergency, every effort will be made to contact the parents by email and or phone. There will be no refund of tuition when school is closed for an emergency.

EXTENDED PROGRAMS

In addition to the regular school day (9:00 a.m. – 2:00 p.m.), extended hours are available. The extended day program is offered for all students from 7:00 a.m. until 6:00 pm. This program is considered an enrichment program and is provided for parents and children who require longer hours.

- Program One: 7:00 a.m. – 9:00 a.m.
- Program Two: 2:00 p.m. – 4:00 p.m.
- Program Three: 4:00 p.m. – 6:00 p.m.

HOLIDAYS/TEACHER IN-SERVICE DAYS

During vacation periods when school is not in session, optional hours are available at no extra charge for students attending Fair Haven Day School at least nine hours a day.

Fair Haven Day School will be closed on the following days:

- Labor Day
- Thanksgiving Day & the Friday following Thanksgiving Day
- Christmas Day
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day

The school will also be closed in late August for teacher in-service. The days to be determined when the next school year's calendar is formulated. This is dependent on SBISD's calendar.

SUMMER SESSIONS

Summer sessions are available in June, July and August. Registration for summer sessions occurs in the spring, along with registration for the fall.

OPTIONAL PROGRAMS

The following programs are available at Fair Haven Day School at an additional cost. Please note that payment for these programs should be made directly to the instructor/company providing the service, NOT to Fair Haven Day School. All communication involving these programs should be directed to the instructor/company of the activity.

- **Tumble Tykes:** A unique and fun gymnastics program for toddlers through Kindergartners.
- **Dance:** A combined 45-minute ballet and tap class once a week for two-year-olds through preschoolers.
- **Soccer Shots:** a children's soccer experience for ages three to five years old.

DISCIPLINE AND GUIDANCE

We believe that discipline and guidance should be consistent and based on an understanding of individual needs and development. A positive guidance technique promotes self-discipline and acceptable behavior.

There will be no harsh, cruel, or unusual treatment of any child. Corporal punishment and threats of corporal punishment are prohibited. Children will not be shaken, bitten, or hit, or have anything put in or on their mouth as punishment. Children will not be humiliated, yelled at, or rejected. Children will not be subjected to abusive or profane language. Children will not be punished for not eating, not napping, or toilet-learning accidents. Children who wet the bed will not be made to feel ashamed or punished.

Positive guidance techniques used by the Fair Haven Day School staff will include, but are not limited to:

- ❖ Recognizing and encouraging appropriate behaviors
- ❖ Developing reasonable and clear rules and expectations in each class
- ❖ Explaining the consequences of inappropriate behaviors
- ❖ Redirecting children into positive behaviors
- ❖ Modeling pro-social behaviors
- ❖ Enforcing limits and rules consistently and fairly
- ❖ Helping children to identify and express feelings in acceptable ways

Please discuss with your child's teacher specific guidance techniques that work best with your child. Changes at home do affect a child's behavior at school. The teaching staff is anxious to work with you regarding behavior problems at the school or home. In case of continued behavior that is potentially harmful to your child, other children or property, you will be notified immediately. Fair Haven Day School reserves the right to dismiss any student from school for continued behavior problems.

ENROLLMENT

All students must be enrolled before attending school. Parents should participate in a facilities tour. The following must be completed and submitted to the school before the enrollment process is complete:

- ❖ Application and enrollment packet (includes Enrollment form, Developmental History form, and Health form)
- ❖ Copy of immunization records (up-to-date and current, must have child's name, birth-date, number of doses and types of vaccines, dates the child received each immunization, and stamp or signature from physician or health department)
- ❖ Parent permission for transportation, swimming or other special activities and for emergency medical attention
- ❖ Current T.B. test with negative results
- ❖ Written document from licensed health care professional indicating that the child is able to take part in the program

Parents will be notified in writing at least two weeks ahead of time of any policy changes.

PLACEMENT

The placement of students in classes is determined by age as well as developmental level (physical, social, emotional, and cognitive). We want your child to be placed where his or her needs will be best met and where he or she will best be challenged. Occasionally, it is necessary to move students or to combine classes. Continuity of care is important to your child's development, so every effort will be made to minimize such disruptions in class placement.

TUITION AND FEES

Tuition rates are calculated based on the school year (September through May) and divided into nine equal installments, taking into account scheduled school holidays. Payments must be made in advance of services provided. In order to secure your child's place for that month, tuition is due on the first day of the month. If school is closed on the first day of the month, tuition is due on the last day of the previous week that school is open. There are no credits given for days missed due to illness, absence, vacation, or school being closed for holidays or emergencies. You will be informed of current rates upon your child's enrollment to the school. If there is an increase in rates you will be given one month's notice regarding the new rates. At the end of each calendar year, the school will furnish a report of all tuition and fees paid for parents to use for income tax purposes.

An annual registration fee is due upon enrollment and is renewable each year. This fee secures your child's place in the school for the next academic year (September through May). The fee is non-refundable and non-transferable. A separate registration fee is assessed for summer school enrollment.

Supply fees are assessed for prekindergarten for expenses such as speech and language screenings, supplies, and other costs that arise during the year. The supply fee is also non-refundable or non-transferable.

Some important items to note regarding tuition and fees:

- The school provides one invoice and one statement per month. These documents will be emailed to you. If you do not have an email account, please notify the school office, so that we can provide you with a hard copy of your invoice and statement.
- Permanent changes in your child's schedule should be made well in advance (at least 2 weeks notice).
- A late payment fee of \$30 plus 10% interest on the outstanding balance will be assessed if tuition is not received in the school office by the 5th day of the month. After 30 days, if tuition remains unpaid, your child will be dropped from school. Legal fees associated with the collection of unpaid balances are at the customer's expense.
- Two weeks written notice is required when withdrawing a student from school. Tuition will be billed for these two weeks.
- If you fail to pick-up your child from school on time, you will be assessed a late fee. The fee is calculated at \$15. An additional \$15 will be assessed for every 15-minute increment thereafter. For example, if a child is picked up 20 minutes late from school, \$30 will be charged. The fee is due when the child is picked up.
- There is a returned check fee charge of \$35. If check payment is returned more than once, cash or money order payments will be required in the future.

ATTENDANCE

If your child is going to be absent from school, please call the school office at 713-827-0317 before 9:00 a.m. If your child is sick, please keep us informed of his/her status so that we can alert other parents to possible communicable diseases.

ARRIVAL AND DEPARTURE

Children **must be brought into the school** and released to a Fair Haven Day School staff member. Please make sure that the staff member sees you and greets your child. **DO NOT ever drop your child off in front of the school.**

Enter the school through the blue doors located at the far end of the south parking lot. Outside classroom doors will remain locked. Enter your child's classroom only. Using other classrooms to enter or exit your child's classroom can be disruptive. On inclement weather days, students attending classes in the Children's Building (threes, fours and pre-K) may gain entrance through the classroom door adjacent to the Children's Garden. Students will be dismissed from their own classrooms or from the room where they are napping.

Park your vehicle only in places that are designated as parking spaces, **not** alongside the curb in front of the building. Many parents and students come and go throughout the day. When vehicles are parked along the curb, the ease of access to the building as well as the safety of other parents and children is both compromised. We appreciate your cooperation in regards to this matter.

To ensure that your child is feeling well and that sick children are not brought to school, morning health checks are performed upon your child's arrival. This takes only a few minutes and is comprised of a simple, visual assessment. If a student complains or if/she has been sick, the staff member may feel your child's head to ascertain whether or not the student feels feverish. This procedure has been found to prevent the spread of disease. Your cooperation is appreciated.

You **must** inform the assigned staff member when your child is picked up from school. Students will be asked to put away any materials that they are using before leaving the classroom or playground. Please check your child's cubby and/or hook for any artwork, soiled clothing, and/or notes to go home.

MEALS

All students must eat a nutritious breakfast daily. Students who arrive at school before 8:30 a.m. have the opportunity to bring their breakfast with them to eat at school. If your child arrives at school after 8:30 a.m. and he or she has not eaten breakfast, you will be asked to supervise him or her away from the other children until he or she is finished.

Students bring lunch from home and will be served at 11:15 am. Students will be encouraged, but not forced to try new foods. If your child is in school longer than 7 hours a day, it is your responsibility to send a snack for your child to eat. The school will not provide snack. We encourage children to practice good manners, converse freely, and eat only while seated at the table. If your child requires a therapeutic or special diet, please provide written direction from a physician. No gum or candy will be allowed from home.

CELEBRATIONS/BIRTHDAYS

Students' birthdays will be celebrated in age-appropriate ways within the classroom. You may send birthday napkins and plates as well as a special birthday treat to be served during the day. No gifts will be exchanged. Invitations for celebrations away from the school may be distributed at school *only* if all children in the class are invited to the party. If you do not want your child's birthday celebrated at school, please notify your child's teacher in advance.

Some additional occasions that will be celebrated at school:

- Fall festival. Children may wear costumes to school if they are safe and comfortable (no toy weapons, please). Costumes should be flame retardant.
- Thanksgiving. This day is celebrated at school as a holiday of friendship.
- Christmas and Easter. These days are celebrated as Christian holidays.
- Valentine's Day. Cards may be brought and distributed at school.
- Other cultural and national holidays are recognized as well. Please share with the school staff any other celebrations that are important to your family. Every effort will be made by the school to be culturally sensitive.

NAPTIME

Students are required by the state to have a rest time after lunch. Even if your child does not sleep, he or she will be expected to lie quietly and rest during this time. Infants sleep in cribs according to their individual schedules. Toddlers sleep on individual cots. The preschool and pre-K children nap on individual cots following the 2:00 p.m. dismissal time. Sheets are provided by the school but families should send a light blanket. The room will be darkened, but each child will be visible to the supervising staff.

CLOTHING AND INDIVIDUAL SUPPLIES

Dress your child in clothing that is appropriate, durable and comfortable. Many of your child's favorite activities may be a little messy (i.e. finger painting and digging in the dirt). Students should wear closed-toe shoes, like tennis shoes (no boots or sandals, please). All students will go outside every day (unless it is raining). Please dress your child accordingly. Younger children are required to bring a complete change of clothing as well.

Recommended items to bring to school daily:

Infants under 18 months (all items should be marked with child's name)

- At least 5 diapers daily
- Two changes of clothing
- Blanket
- At least 4 milk or formula bottles; however more may be needed depending on the length of time your baby is at school
- Baby food as needed
- Bibs for each day

Toddlers 18 months – 3 years (all items should be marked with child's name)

- At least 5 diapers
- Two changes of clothing
- Blanket
- Backpack to contain all items brought from home
- Two large bibs
- Lunch
- Snacks, if needed

Pre-schoolers & Kindergartners [3 – 6 years] (all items should be marked with child's name)

- If napping, a blanket
- Backpack for napping items, lunches, or daily papers (napping items cannot be left at school)
- One change of clothes (including underwear and socks)
- Lunch
- Snacks, if needed

BRINGING ITEMS FROM HOME

Students frequently want to share with their class nature items and treasures from home. Such items are encouraged if they support the topic being studied. For example, children may bring in shells during a unit on the beach or a picture of Grandpa and his garden during the *Grandpas and Grandmas* topic. Always check with your child's teacher first before bringing objects from home to school.

Toys from home should not be brought to school. If your child naps, however, we do allow items of comfort, such as a soft cuddly stuff animal, to be brought to school to help your child sleep more comfortably. Bringing toys from home can be disruptive in class. It is difficult for some children to share, and items tend to get lost or broken. The school will not be responsible if an item brought from home is lost or damaged. The school does not allow toys of violence like guns, swords, or violent action figures. Also children will not be allowed to bring cosmetics, candy, gum, or money to the school.

HEARING AND VISION SCREENING

All students who reach 4 years of age by September 1 will be screened for vision and hearing during the fall semester.

ILLNESS AND EXCLUSION CRITERIA

Illness prevention is a serious challenge facing schools. The staff will strive to maintain the highest standards of cleanliness. Proper hand washing procedures will be followed and taught to the children. Toys, eating surfaces, toileting and diaper equipment, and other items will be sanitized between uses.

One of the best ways to prevent the spread of disease is to have strictly enforced standards regarding the exclusion of ill children. We need your help on this matter. **Do not bring ill children to school.** Should your child become ill at school, you will be notified. Please pick your child up immediately.

According to the Texas Department of Protective and Regulatory Services, children cannot attend school if one or more of the following conditions exist:

1. The illness prevents the child from participating comfortably in facility activities.
2. The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of other children.
3. The child has any one of the following:
 - a. Armpit temperature of 99.4 degrees or greater, oral temperature of 100.4 degrees or greater, or rectal temperature of 101.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness.
 - b. Symptoms and signs of possible severe illness such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness (two or more episodes in 24 hours) rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs.

- c. The child has been diagnosed with a contagious disease, until medical evaluation determines that the child is no longer communicable and is able to participate in the facility's activities.

Please refer to the *Communicable Disease Chart for Schools and Child-Care Centers* located in the back of this policy handbook.

In addition, the school's policy requires that your child be free from symptoms of illness (temperature, diarrhea, vomiting, etc.) for at least 24 hours from the last occurrence of the symptom. **Please keep in mind that if we send your child home due to illness, your child will not be admitted to school the next day, as the 24-hour period will not have elapsed.** Fair Haven Day School reserves the right to require a doctor's statement before your child can be re-admitted to school.

MEDICATION

Fair Haven Day School will not administer medications to the students.

RELEASE OF CHILDREN

Students are released only to persons authorized by written permission from their parents. Parents should provide the school staff with the driver's license number or social security number of any person designated to pick up a child. Before your child is released, the designated person will be required to show a picture I.D. No child will be released to an unauthorized person. Furthermore, no child will be released to any person who appears to be in an impaired condition (ill or suspected to be under the influence of drugs or alcohol).

CHILD CUSTODY ISSUES

It is the school's intent to meet the needs of children, especially when the parents may be experiencing difficult situations such as a divorce, separation, or remarriage. Sharing information about such situations may be helpful to staff and will be held in the strictest confidentiality.

The school cannot legally restrict non-custodial parents from visiting the child, reviewing the child's records, or picking up the child from school *unless* the school has been furnished with legally filed, executed and current documents. Copies of all court documents must be submitted to the school. In case of conflicts, the proper authorities will be contacted.

EMERGENCY PROCEDURES

Fire and evacuation drills are held monthly to acquaint your child with evacuation procedures. The evacuation routes are posted in each classroom. In case of a toxic fume release or if the building must be evacuated, the children will be taken to the church office building. Parents or emergency persons listed on the enrollment form will be contacted. If your child is injured, a trained staff member will provide first aid and you will be contacted. If necessary your physician will be notified and 911 emergency personnel will also be called.

If your child needs to be transported by an ambulance, a staff member will accompany your child. The school does provide an accident policy for the children but it is the parents' responsibility to assume any costs incurred for emergency care.

If we need to evacuate the Fair Haven campus, we will transport our students to the McDonald's at Gessner and Westview, 1303 Gessner, Houston, Texas 77055. The telephone number is 713-461-9224

If we need to evacuate the area, we will transport our students to Terrace United Methodist Church at 1203 Wirt Road, Houston, Texas 77055. The telephone number is 713-686-4328 and 713-686-4321.

CHILD ABUSE AND NEGLECT

In an effort to protect the well-being and safety of children, the state of Texas requires anyone who suspects child abuse and neglect to report it to the proper authorities. The school staff has been trained to identify the signs and symptoms of abuse and neglect. All suspect indicators will be documented and reported. The school is required by law to cooperate with any investigation of child abuse and neglect. You will be notified if your child is questioned as part of the investigation.

PARENT COMMUNICATION AND CONFERENCES

All parents have the opportunity to meet with their child's teacher for parent conferences. During these conferences, staff will share information with you about the progress your child is making as well as provide samples of your child's work. These conferences will be scheduled in advance and are very important to insuring close communication between the school and home. You may at any time request a conference with your child's teacher. Parents are free to visit the school at any time; however, for safety reasons, we require all parents and visitors to check-in at the school office.

PARENT INVOLVEMENT

All parents are encouraged to become active participants in the school. The Parent Teacher Organization is available for all parents to enjoy. This organization serves as a clearinghouse for recommendations from parents. The group assists the director in the operation and various projects and activities that enhance the school. Also, the PTO plans parent education meetings, field trips, fundraisers, school parties, and other events.

POLICIES AND PROCEDURES REVIEW AND GRIEVANCES

If you wish to review OR discuss any question or concern regarding the policies and/or procedures of the school, please make an appointment with the school director. A copy of the *Texas Minimum Standards* is available in the school office for all parents to view. You can also view the *Minimum Standards* online at <http://www.tdprs.state.tx.us/>. A copy of the school's most recent licensing inspection report is posted on a bulletin board outside of the school office. You can at any time contact the licensing office at 2221 West Loop South, Houston TX, 77027. Their phone number is 713-940-5282 and their website is www.tdprs.state.tx.us. The child abuse hotline number is 1-800-252-5400.

ADDENDUM

1. The school strongly supports the breast feeding of infants. Breast milk should be stored in ready to feed containers labeled clearly with the infant's name and the date. Quiet areas for mothers to nurse their baby can be made available. They may also nurse in the Infant Classroom.
2. As of September 1, 2014, all staff at Fair Haven Day School must provide proof of a current Tdap vaccine.

02/15

Parent Acknowledgement Fair Haven Day School Handbook

This is to acknowledge that I have been informed that a copy of the *Fair Haven Day School Parent Handbook* is on the Day School web site at the following address www.fairhavendayschool.org. I have read the handbook and agree to abide by the policies and procedures outlined in the handbook. I understand that if I have any questions or concerns, I can contact the School Director.

Student's Name

Parent Signature

Date