



[www.thetownecreekschool.com](http://www.thetownecreekschool.com)

Young Minds...Brilliant Futures

## Parent Handbook

**Hours of Operation:**

**Monday through Friday 6:30 am – 6:30 pm  
Open Year Round (January – December)**

**Full Day, Part-time and Half Day Programs  
5-day, 3-day and 2-day Schedules**

**3311 Williamsburg Lane  
Missouri City, Texas 77459  
281-499-8030**

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## THE TOWNE CREEK SCHOOL

### POLICY AND INFORMATION MANUAL

*I want to welcome you and your child/children to the 2017-2018 school year at The Towne Creek School. We are very excited to embark on our 35th year! We feel that it is very important that you understand our philosophy of education and the policies involved in planning our curriculum and in the organization of our school. It is for this reason that this Policy and Information Manual has been written and provided to you. Please save it in a special place, for you may need to refer to it from time to time. Please keep with this any updated policies or important information that you receive from us. Updated policies will be distributed in parent folders, placed on the website as well in the Parent Portal. The general contents of this manual can be found in the table of contents.*

*We are looking forward to spending a wonderful year with you and your child/children! Please contact us if you have any questions concerning the information presented in this manual.*

*Sincerely,  
Judy Feinstein  
Executive Director/Owner*

## **THE TOWNE CREEK SCHOOL PHILOSOPHY OF EDUCATION**

Each child at The Towne Creek School is involved in a total developmental program, focusing on his/her needs as an individual as well as within a group. Our goal is to provide a warm, stimulating environment that offers a variety of learning opportunities. A well-developed curriculum and carefully selected materials are used to help children learn, practice and strengthen new skills, and to feel success as they are learning and discovering. We concern ourselves with the development of the "whole child" to meet his/her physical, intellectual, social and emotional needs, with the opportunity to grow and develop at his/her own pace. We want our children to discover the joy of learning; a discovery that will last a lifetime.

The teacher's role is a dominant one. He/she provides security and consistency while the child is away from home. The teacher is continually explaining, demonstrating, modeling, observing, assessing, guiding. Our program allows the teacher a myriad of opportunities during the day to work with children in small groups or on an individual basis. The teacher continually is in the process of assessing each child's level of understanding and progress.

A close relationship should be maintained between home and school on a regular basis, in order to provide the child with more consistency and guidance throughout the year. Communication is vital, and readily available via our program information, weekly class updates, newsletters, calendars, conferences, parent information nights, and other information from the teacher or office. We urge you to contact us at any time if you have a question, need information, or wish to discuss a matter.

Our goal is for each child to develop to his/her maximum potential while enjoying the learning experience. We can reach this goal if the school and the parents work together as a team.

## **THE TOWNE CREEK SCHOOL MISSION STATEMENT**

Our purpose at The Towne Creek School is to provide an environment that promotes the development of the whole child; where children feel safe, secure, loved and respected; where they are given opportunities to grow to their full potential in all developmental areas; where parents and staff are partners in providing a program of the highest quality.

## RESEARCH AND SUPPORT FOR A CREATIVE CURRICULUM

Definition of developmentally appropriate: Teaching in ways that match the way children develop and learn. Research has provided a great deal of information about childhood as a separate and distinct stage of life with its own characteristics. The work of human development theorists has influenced and gives support to the design of our curriculum, our view of how children learn, and teaching techniques that we use:

- Abraham Maslow discovered that basic needs must be met before children are able to focus on learning: safety, sense of belonging, self-esteem, and physiological needs.
- Erik Erikson discovered that there is a sequence of stages that need to be resolved for healthy development and learning to occur.
- Jean Piaget showed that young children think and construct understanding differently from older children, and older children think differently from adults.
- Sara Smilansky's research focuses on the relationship of play to future academic success. Studies have shown a connection between high levels of sociodramatic play in preschool and cognitive, verbal, and social ability in the early elementary grades.

Respecting that most preschoolers are in the sensorimotor and preoperational stages of development, teachers give children the time they need to master the world of concrete things and situations before they open the door to the wider world of abstract thinking.

Considering Lev Vygotsky's theory that social interaction is key to children's learning, the classroom is a *community*, where children feel safe and valued, where their physical needs are met, and where they feel psychologically secure.

*A Good Beginning: Sending American's Children to School with the Social and Emotional Competence They Need to Succeed* (2000), provides evidence that social/emotional readiness is critical to a successful kindergarten transition, early school success, and even later accomplishments in the workplace.

The Surgeon General's report on *Physical Activity and Health* states that physical education in the early years supports children's academic achievement, general health, self-esteem, stress management, and social development. Brain research has found that moving the body literally wakes up the brain.

It is important to understand the general patterns of growth in all children as well as the differences encountered in individual children. Gender, temperament, interests, learning styles, cultural backgrounds and life experiences all add to the uniqueness of each child in the classroom. The teachers' understanding of individual differences will help them respond to children in ways that make every child feel comfortable and ready to learn.

At the Towne Creek School, the children are *actively* engaged in the activities; they are *participants* in the process, thus gaining a strong foundation in core subject areas. We utilize "The Creative Curriculum" program as a support for our curriculum planning and assessment of children's progress in our program for infants through threes. "Big Day for PreK" by Scholastic is used by our PreK 4's to supplement our program. "Big Day" follows Texas State standards for school readiness. In our Kindergarten and First Grade programs we use "Readers & Writer's Workshop, developed by researchers and staff of Teacher's College in Columbia, NY. Please see our Kindergarten and First Grade information page for additional curriculum instruction in these programs.

While curriculum goals may be similar among early childhood programs, it is the *approach* to teaching that may differ. With 34 years of teaching, we have seen that a creative, challenging, meaningful, fun approach to teaching will result in the child's successful mastering of the academic goals so important to school readiness. The result is a happy, confident child who is *excited* about learning.

## **THE TOWNE CREEK SCHOOL PROGRAM OVERVIEW**

Selecting a school for your child is one of the most important decisions with which a parent is faced. We are honored and so very pleased that you have become a member of our Towne Creek Family. You have chosen this program to meet the needs of your child/children and family, and it is our goal to ensure that it is the right decision!

It is our sincere mission that the teachers, administration and parents work together as a team to provide an optimal experience for all. We urge you to keep the lines of communication open!!

We encourage you to visit our school as much as you like, familiarizing yourself with our programs, policies, philosophy, materials and staff. You are welcome to drop in at any time during our hours of operation to observe your child and/or the activities that we have planned. We suggest that your child visit prior to their first day so that he/she will be able to “check out” the playground, bathrooms, classrooms, teachers, and other students. He/she can visit with you, or you are welcome to have your child spend a morning with us to make his/her transition to this program a bit easier.

### SCHOOL YEAR PROGRAM (End of August through End of May)

The Towne Creek School, established in 1983, provides a developmental program for children from infancy through First Grade, as well as an afterschool and summer program for elementary and middle school students. Degreed and experienced teachers, with a solid foundation in early childhood education, plan structured curricula that provide for a full day of valuable educational and recreational experiences.

Special instruction in Motor Development, or PE, is offered to all students in our toddler through First Grade classes.

Special instruction in Music is offered to our Twos through Kindergarten classes.

Special instruction in Spanish is offered to our three year through Kindergarten classes.

Special instruction in Art, Drama, and Computer is offered to our Pre-Kindergarten through Kindergarten students.

Music, Art, Science and Dramatic Play are integrated into the daily curriculum in all preschool classes.

Extra-curricular activities are offered on certain days at an additional cost: gymnastics, dance and soccer during the school year and swimming lessons in the summer.

### SUMMER PROGRAM (June through August)

Our developmental program continues in the summer for our infants, toddlers and preschoolers. For children entering first grade through sixth grade, a structured and multi-faceted summer camp program is offered. Our elementary and middle school students are involved in a variety of indoor and outdoor activities. They experience new challenges in all skill areas, as they are learning and reinforcing life skills, such as social skills, communication, conflict resolution, decision-making, friendship and confidence-building. Detailed information will be provided each spring to better inform you of the summer program.

## **LICENSING INFORMATION**

### **LICENSING / ACCREDITATION**

The Towne Creek School is licensed by The Texas Department of Protective and Regulatory Services. A copy of the standards for this entity is available at the front office for any parent who wishes to review it or you can go to:

[https://www.dfps.state.tx.us/Child\\_Care/Child\\_Care\\_Standards\\_and\\_Regulations/default.asp](https://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp) and click on Chapter 746, Child Care Centers.

A copy of our most recent licensing inspection report is always posted on the Parent Information Board next to the office.

**COMMUNICATION WITH LICENSING OFFICE.** If you wish to find out more information regarding licensing issues, please refer to the numbers/addresses below:

**Local Licensing Office**            713-940-3009  
**Website**                                [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

### **CHILD ABUSE AND NEGLECT**

All Towne Creek Staff are required to take Recognizing and Reporting Abuse and Neglect training on an annual basis. In this training, they learn warning signs that could indicate possible abuse.

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Reports to these agencies are confidential. Failure to report suspected abuse or neglect is a crime.

The Towne Creek School takes this responsibility very seriously and will make all warranted reports to the appropriate authorities.

As mandated reporters, the staff at Towne Creek cannot be held liable for reports made to CPS that are determined to be unfounded, provided the report was made in "good faith".

Causes for reporting suspected abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Leaving a child unattended for any amount of time
- Severe verbal or physical reprimands
- Children who exhibit behavior consistent with an abusive situation.

**Texas Abuse/Neglect Hotline**            1-800-252-5400

For more information on prevention of abuse and neglect, please visit

[http://www.dfps.state.tx.us/prevention\\_and\\_early\\_intervention/](http://www.dfps.state.tx.us/prevention_and_early_intervention/)

### **GANG-FREE ZONE**

The Towne Creek School is a gang-free zone. Engaging in gang-related or organized criminal activities within 1000 feet of the school is a violation of law and is subject to increased penalty under state law.

# THE TOWNE CREEK SCHOOL PARENT INFORMATION

## CONFIDENTIALITY

To most safely and appropriately care for your child, the Towne Creek School will only share confidential and sensitive information with employees who have a “need to know”. Confidential and sensitive information about faculty, parents and/or children will not be shared with other parents as we wish to protect everyone’s right of privacy. Confidential information includes, but is not limited to names, addresses, phone numbers, disability information, and the health-related information of anyone associated with our school.

Confidential and sensitive information about a child will only be shared outside the school when the parent of the child has given express written consent, except where otherwise provided by law. Parents will be provided with a document detailing the information that is being shared outside the Towne Creek School, persons with whom the information will be shared and the reason(s) for sharing the information.

Our Confidentiality Policy protects every child’s privacy. Employees of the Towne Creek School are strictly prohibited from discussing anything about a child other than your own, with you. Any parent who violates the Confidentiality Policy is subject to dismissal from The Towne Creek School.

## ENROLLMENT

**Admission** to The Towne Creek School is open to any child, **if the school can successfully meet the needs of the child**, without discrimination with regard to sex, color, race, creed, or political beliefs.

Enrollment procedures require that we have the following information **on or before** the first day of your child’s attendance:

1. Enrollment and authorization forms completed and signed (updated annually)
2. Signed Physician’s Report attesting to your child’s good health
3. Immunization Record (updated annually) (Child must meet the requirements listed on this website <https://www.dshs.texas.gov/immunize/school/child-care-requirements.aspx>)
4. Record of child’s vision and hearing screening (for children four years of age or older)
5. Food allergy emergency plan (if applicable) signed by the child’s physician and parent
6. Infant monthly feeding chart (for Infants only)

All enrollment instructions and forms can be found on our website [www.thetownecreekschool.com](http://www.thetownecreekschool.com) under the Admission tab. Parents will be notified of upcoming enrollment periods via email, the website, Facebook and text. Generally, enrollment for summer and fall begins in late February or early March of each year.

***Please Note:*** State law mandates that the forms listed above be on file by the first day of your child’s attendance. Attendance at school will not be permitted until all paperwork is received.

**HEARING, VISION AND LANGUAGE SCREENING** The state of Texas mandates that all children four years of age as of September 1, of the current school year have their hearing and vision checked annually. A record of your child’s hearing and vision screening must be turned in to us along with your enrollment paperwork.

A certified speech pathologist visits Towne Creek each year in the fall to screen our students. You may request this service (for a small fee) through our school or through your pediatrician. Screenings are provided to determine if a child is performing on age level in the areas of speech, language, and learning. All screenings are provided only per parent request and authorization.

## **YOUR ENROLLMENT COMMITMENT**

Our goal at The Towne Creek School is to provide programs of the highest standards for our infants, toddlers, preschool, and school-aged children. We feel that the children attending our school deserve to be involved in as many enriching and enjoyable learning experiences as possible. Our strength lies with our degreed and experienced teachers in early childhood education, who plan a multi-faceted curriculum based on sound principles of child development.

There are decisions that we must make for the entire school year, such as staffing, equipment and materials purchasing, special programs, elementary school transportation, to name a few. These decisions are based on the enrollment commitments of our parents. Thus, we assume that you are enrolling your child/children for the entire school year.

Please keep in mind that during the school year, you are paying for the total developmental program in which your child is enrolled and all that is provided in that program. You are not paying for a specific month or period that your child attends school. Tuition is based on the school year and divided into equal payments for your convenience. **Tuition is the same every month, and there is no reduction for absences, holidays, vacations, weather closures, or any other school closures. (See Pg. 17 for closures) Only during the summer do you have an option to pay for the weeks your child attends.**

## **TUITION POLICIES**

**Towne Creek accepts payment in the form of check or money order, ACH or credit cards. No cash payments for tuition are accepted.**

**You may elect to pay the entire year's tuition on or before the first day of the fall semester and receive a 3% tuition discount or you may make payments as follows:**

**Monthly Payments:** Due on or before the first day of each month, regardless of your child's attendance on that day. If the first falls on a Saturday or Sunday, payment is due on the preceding Friday or school day.

**Semi-monthly Payments:** Due on the first and fifteenth day of each month, regardless of your child's attendance on those days. If the first or fifteenth falls on a Saturday or Sunday, payment is due on the preceding Friday or school day.

A **late fee of \$45** will be assessed for overdue tuition payments. For parents who pay monthly, the fee will be assessed on the 4<sup>th</sup> of the month. For those who pay semi-monthly, the fee will be assessed on the 4<sup>th</sup> and/or on the 16<sup>th</sup> of the month.

### **Discounts:**

Towne Creek offers sibling discounts to families with two or more children who are registered to attend five days, full day. (This discount does not apply to students registered in the afterschool program). School lunch will not be considered when applying this discount.

**Please Note:** Discounts of any kind will be withdrawn if timely payments are not made. Timely payments are defined as follows: Payment of your entire monthly tuition by the 3<sup>rd</sup> of each month, or payment of your tuition in two equal payments by the 3<sup>rd</sup> and 15<sup>th</sup> of each month. You will be granted a one-time pass on a late payment. If another late payment occurs, the discount will be revoked.

**NSF Checks: A charge of \$35.00 will be made for any returned check, payable to Towne Creek upon notification of the returned check. After two returned checks, your account must be handled by cashier's check or money order only.**

**Delinquent Payments:** Tuition payments in arrears of two (2) months will result in your child's dismissal from The Towne Creek School. There will be a reinstatement fee of \$75.00 to reenroll your child under these circumstances.

**REGISTRATION AND SUPPLY FEES (NON-REFUNDABLE)**

The **registration fee** is a one-time, non-refundable fee paid at the time you initially register your child. However, a re-enrollment fee of \$75.00 must be paid if a family leaves the school and returns at a later date within that school year.

There is a non-refundable supply fee for each school year, and an additional supply fee for the summer program (excluding infants and toddlers).

The **supply fee** helps cover expenses for materials, supplies, equipment, purchases and maintenance in the individual classrooms, in the gym, on the playground, in the library, in our computer program, as well as professional training and accreditation fees.

**ABSENTEEISM**

There is no reduced rate for illness, vacations, holidays, weather, or other conditions that cause us to close. Please be aware of the holidays on which we are closed during the year. Part-time students must follow the holiday policy explained in this handbook.

**After 5 consecutive days of absenteeism without current payment or notice, your child will be automatically dropped from our records.**

**FEES FOR PICKING UP CHILDREN LATE**

The Towne Creek School is licensed to operate between the hours of 6:30 a.m. and 6:30 p.m. A fee of \$10.00 per child is assessed if you pick up your child between 6:30-6:35 p.m. A fee of \$20 is assessed for pick up between 6:36-6:40 p.m. and a fee of \$30 will be assessed if you pick up between 6:41 p.m. and 6:45 p.m. For every minute thereafter, you will be charged \$2 per minute.

**Late Pick Up or Extra Hours (Students who are picked up at 12:00 p.m. or 2:30 p.m.)**

If you are late (10 minutes or more) picking up your child after his/her scheduled time of 12:00 or 2:30, a late pick up fee will be assessed based on the pickup time noted on the class attendance chart.

If you need to request that your child stay later than his/her regular pick up time, please notify the front office. An Extra Hours charge will be assessed to your account.

## **PROGRAM CHANGES**

### **DECREASING DAYS OF ATTENDANCE**

Decreasing your child's days of attendance will require a two-week written notice, and payment of your original tuition will continue for two weeks from the date of your notice. **This change will result in a \$75.00 administrative fee.** You are not allowed to change your child's schedule during the last two months of school. (See "withdrawal from Towne Creek after March 31")

### **ADDING DAYS OF ATTENDANCE**

There is no change fee associated with adding days of attendance. However, please know that we will be unable to add days for your child if his/her class is filled.

### **REGISTERED DAYS OF ATTENDANCE / REQUESTING ADDITIONAL DAY**

Children attending 2 or 3 days per week must participate **only** on their registered days due to specific class size limitations and student/teacher ratios. **There is no exchanging one day for another.**

If a child needs to attend on a day for which he or she is not registered, the parent can make a request at the front office. If there is space in the classroom, the child will be allowed to attend for an additional charge.

If a special event is scheduled on a day that your child does not attend, your child may participate if the office staff has checked the ratios and space is available. In this case, a charge for the extra hours or the extra day, will be incurred. If there is not space available, your child may attend if you are able to attend the event and stay with your child for the duration of the event.

### **EXTENDED ABSENCE**

If you choose to leave the school for an extended period during the school year with the intention of returning, a two-week written notice is required. You will be charged the re-enrollment fee of \$75.00 upon your return. In this event, your child's space in the classroom **cannot be guaranteed.** Your child's space will be guaranteed, and no re-enrollment fee paid if you continue your monthly tuition throughout your absence. There will be no reimbursement of supply fees that were paid for the school year or summer session.

### **WITHDRAWAL FROM TOWNE CREEK BEFORE MARCH 31**

If you withdraw your child any time before March 31, a two-week written notice is required. Payment of tuition will continue for two weeks from receipt of your notice. You must remit with the notice any account balances owed, including the tuition for the final two weeks.

### **WITHDRAWAL FROM TOWNE CREEK AFTER MARCH 31**

**If you withdraw your child any time after March 31, you will be responsible for tuition for the remainder of the school year. We must honor our commitments to our staff and other program expenses based on your enrollment commitment. Payment must be made for your school-year commitment, and there is no reduced rate if you reduce your days of attendance during this period.**

## HEALTH AND SAFETY

### MEALS AND SNACKS

A morning and afternoon snack are included in all students' tuition. Those who choose school lunch will have a hot, catered lunch served to them by 11:30 a.m. (Lunch is included in Toddler tuition). All meals are planned to meet children's nutritional needs. Milk and water are served with all lunches. You do have the option to choose a vegetarian lunch if you wish. The weekly menu is posted on our website and the printed version is available near the front office.

**If your child has specific dietary requirements that we are unable to meet with our menus, please send a lunch and/or snack that does meet his/her needs. If you choose to provide a home lunch, Towne Creek will not be held responsible for its nutritional value or for meeting your child's daily food needs.** Please request a copy of nutritional standards and suggestions from the office. **Do not** send items that must be heated in the microwave, as we do not have these facilities in our classrooms.

All meals are family style (except infants) with the children and teachers sitting at tables to promote good manners, eating habits and socialization skills.

There are children in the classroom who have food allergies or special dietary requirements. Therefore, if you should bring a snack to share with the entire class (for a special event, etc.), that item must be store bought and have the ingredients clearly marked on the package.

### ALLERGIES

For the safety of your children, parents are required to fill out and turn in the First Aid/Allergy form as part of the enrollment process. In this form, you should detail any allergies, food or otherwise, from which your child suffers. This form should be updated as often as necessary. If your child has a diagnosed food allergy severe or not, you must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the allergy (Food Allergy Emergency Plan). This form must be signed by both the health professional and the parent and be submitted to Towne Creek **prior to your child's attendance at school**. If medication is to be administered, we must have the prescribed medication labeled with the child's name, dosage, and frequency. If it is a non-prescription medication, i.e. Benadryl, we must have a physician's note describing the exact name of the medication, dosage, and instructions on how the drug is to be administered. The child's name must be written on the medication. Parents must also fill out and sign a medical authorization form which gives Towne Creek Staff permission to administer the medication(s).

**Please note: A classroom may be denoted allergen-free should a child enrolled in that class have a life-threatening allergy where accidental touch, ingestion, or inhalation would require the immediate use of an epi pen.**

## SAFE SLEEP – INFANTS

All infants must follow safe sleep practices. Each infant will sleep in his/her designated crib and no other type of equipment (this includes swings, bouncers, on the mats on the floor or in car seats). Infants will **always** be put to sleep on their backs. The only exception to this practice is if we receive an Infant Sleep Exception form that has been filled in and signed by a healthcare professional stating the reason why the infant must sleep in a different position or different type of equipment. This form must also be signed by the parent.

Towne Creek Follows the ABC's of Infant Sleep

A – Sleep Alone

B – All babies put to sleep on their backs – even if they can roll over on their own

C – Babies must sleep in a Crib with a tight-fitting bottom sheet. Nothing else can be in the crib. We provide sleeveless sleep sacks to each baby that can be used if the temperatures are cool in the room.

## ILLNESS

Per state regulations, children must remain at home if they manifest the following conditions: illness, fever, vomiting, and/or diarrhea. They cannot return to school until they have been symptom free for 24 hours. It is best to have alternate care arranged for days when your child is ill.

If your child becomes ill while at school, he/she will be isolated, and you will be called to **pick him/her up immediately**. ***Sick children MUST be picked up within an hour of notification. This is a licensing regulation. If you are unable to arrive within the hour, you must arrange to have someone else pick up your child for you.***

**NOTE:** When a child is sent home from school due to illness, they will be unable to return until they have been symptom free for 24 hours **NO EXCEPTIONS, not even a doctor's note**. If your child has been sent home with a fever (101 degrees F or higher), he/she is not permitted to return to school until they are fever free, **without** fever reducing medication, for 24 hours. We must do everything we can to maintain the health of all children attending the Towne Creek School.

### COMMUNICABLE ILLNESSES

Should your child be diagnosed with a contagious condition, such as pink eye, strep throat, RSV, etc., you should contact Towne Creek with the name of the condition. A notification will be posted on the classroom door alerting other parents in the class to the presence of the communicable illness and its symptoms. This notification will remain on the door 14 days past the last notification of illness in the classroom. The identity of the sick child will not be revealed.

A doctor's note stating that your child is no longer contagious will be required for him/her to return to school.

Towne Creek reserves the right to refuse to allow a child to return to school if the administrative staff believes the child is too ill to participate in the program.

### MEDICATION

**Only medication prescribed by a physician will be administered at the school.** A parent must fill out and sign a medical authorization form giving us permission to administer the medication. Prescribed medication must be in the **original** container, clearly labeled with the child's name, prescription number, date, length of treatment and dosage. We administer medication at 11:30 am and 3:30 pm only.

**Over the counter medication WILL NOT be given unless prescribed by a physician stating the reason for the medication, the exact name of the medication and the prescribed dosage and frequency.**

### INCIDENT REPORTS

Should your child be involved in an incident during the school day, a staff member will complete an incident report. This report will be placed in your parent folder. Parents should check their folder daily to ensure that you receive these reports on a timely basis. Teachers will call the parent directly should the severity of the incident warrant immediate notification.

### MEDICAL EMERGENCIES

All Towne Creek Staff are required to attend annual CPR/First Aid Training. In addition, all infant and toddler teachers must take Recognizing and Preventing Shaken Baby Syndrome and SIDS training.

In the event of a life-threatening medical emergency, the staff member caring for the child will designate someone to call 911. The staff member will then administer first aid and/or CPR until emergency personnel arrives. The parent will be contacted by Towne Creek Staff as soon as paramedics have been contacted. The paramedics will ask the parent where they would like their child to be transported (should this be necessary).

If the injury is not life threatening, but does require attention from a healthcare professional, the parent will be notified to come pick their child up immediately. An incident report will be completed and will need to be signed by the parent.

*Please note: If an injury is not life threatening and EMS is called, they will be unable to treat a child or leave the site unless they can contact and speak to the parent of the injured child and get permission or refusal of treatment.*

Child care licensing will be contacted within 24 hours to report any incident where a child requires the care of a healthcare professional.

## EMPLOYEE IMMUNIZATION POLICY

The Towne Creek School implemented the following immunization policy for all its employees to follow the Texas Department of Family and Protective Services, Minimum Standards Rule # 746.3611, which requires a policy for protecting children from vaccine-preventable diseases. While the safety of our employees and the children in our care is paramount, we have elected to make immunizations for vaccine-preventable diseases optional to the employees.

### **Vaccines that we currently recommend our employees receive:**

- Influenza (annually)
- Pertussis (Tdap)

If the employee is not exempt from having these immunizations, The Towne Creek School recommends that employees *consider* these immunizations.

The employee will indicate if there are any exemptions that would prevent them from receiving an immunization for a vaccine-preventable disease and this will be noted in their employee file. If the employee decides that these immunizations are appropriate and beneficial for their health and well-being, and receive the immunization, they will provide the Center Director with the documentation that the immunizations have been received.

The Towne Creek School will encourage the use of protective medical equipment to protect employees and the children in care from exposure to possible disease. The protective medical equipment would include gloves, masks, and hand sanitizer. The use of protective medical equipment will be based on the level of risk the employee presents to children by the employee's routine and direct exposure to children. Employees will not be in direct contact when they are ill or exhibiting signs of illness. The Towne Creek School will monitor information provided to the public through the CDC and/or other sources to determine the level of risk the employee presents.

There will be no discrimination or retaliatory action against any employee who does/does not receive immunizations for vaccine-preventable illness.

The information related to whether an employee chooses to have immunizations for vaccine-preventable diseases will be kept confidential.

### Tuberculosis Policy

Towne Creek Staff will need to supply a physician's statement verifying the employee is free of active tuberculosis if required by the regional Texas Department of State Health Services TB program or local health authority.

## BUILDING SAFETY

During business hours, there will always be a staff member in the front office or the multipurpose room. The doors will remain locked throughout the day. Access codes are given to the parents and are changed monthly. You will be alerted of the new door code via email and/or text. Please do not share the access code with anyone. If you are unable to enter the building, please ring the doorbell (on the wall to the left of the door) to alert staff to unlock the building.

Towne Creek is equipped with a security alarm system that includes security cameras at the entrance of the building and in the parking lots, as well as a silent panic button to summon law enforcement in the event of an emergency.

## EMERGENCY EVACUATION

Should the building need to be evacuated our first responsibility is to relocate the children to a safe place. When students are transported away from the school, infants will be transported in portable cribs and rolled to our destination. Young toddlers will be placed in the Bye Bye Buggies and all other students will walk and be escorted by their classroom teachers to our designated safe location listed below. Classroom teachers will remain with their students until all children have been picked up by their parents or guardians.

Students with limited mobility or who otherwise need assistance in an emergency will be aided by a staff member from the office. Should these students need to be transported by vehicle, they will be secured in a car seat and transported by school van to our safe location. Parents will be notified of the emergency by phone, text, and/or email. Our designated safe location within walking distance is:

Congregation Beth El  
3900 Raoul Wallenberg LN  
Missouri City, TX 77459  
281-499-5066

Prior to departure, class roll will be taken by the classroom teacher. This attendance list along with the emergency contact information cards will travel with the teacher and children. Upon arrival at Congregation Beth El, class roll will once again be taken to ensure all children have arrived safely.

Office staff will carry school cell phones as well as the Emergency Evacuation binder (which includes signed authorizations for emergency care for each child as well as phone numbers and addresses for parents and guardians) to the safe location. The main school number will be forwarded to a cell phone should parents need to contact us. The main cell number to call in the event of an evacuation is **281-710-2687**. A cell phone will be used to contact child care licensing, parents and local authorities.

Students will be released to parents, guardians or approved contact, after verifying identification through a driver's license, passport or other reasonable means of photo identification. All staff will remain at our relocation site until all children have been released.

### FIRE DRILLS

The Towne Creek School has monthly fire drills and building evacuations quarterly, to ensure that all staff and students know what to do in case of an emergency. During the drill, parents may not sign their children into or out of school. Parents must wait until the drill is complete and the children have returned to the building. You should feel free to wait with your child's class in their safe zone outside the building until the drill is complete.

Should an actual emergency arise, all parents will be notified via phone, text and email once the children have been safely evacuated from the building. The children will be relocated to

Congregation **Beth El**  
900 Raoul Wallenberg Lane  
**Missouri City Texas** 77459  
281-499-5066.

We will follow the contact and release protocol listed on page 16 for Emergency Evacuation.

### SHELTER IN PLACE AND LOCK-DOWN DRILLS

The Towne Creek School will practice shelter in place and lock down drills at least four times per calendar year. During these drills, children will be taken to the gym and follow the instructions below:

1. An announcement will be made over the PA system stating that we are having a shelter-in-place or Lock-Down Drill. Yellow Letter Day – Shelter in Place Red Letter Day – Lock Down.
2. For drills, teachers will calmly line children up and walk them quickly to the gym. Teachers will take the children's emergency cards, class lists and flashlights with them.
3. Shelter in Place Drills – Students will all line up against the walls and teachers will keep them occupied with quiet games. The doors will be locked during Shelter in Place drill.
4. During Lock Down Drills – we will follow the same steps listed above but once the children have entered the gym, all doors will be locked.
5. In both types of drills, office staff will check the building to ensure that everyone has been relocated to the gym. Once inside the gym, attendance will be taken to ensure that all children are accounted for.
6. Once attendance has been verified, students and teachers will be released to their classrooms.

### SEVERE WEATHER DRILLS (SHELTER IN PLACE)

The school practices severe weather drills quarterly. In the event of severe weather, all teachers will be asked to bring their students to the gymnasium, our designated safe zone. Children will remain in the gym until it has been deemed safe to return to their rooms. Emergency supplies (water, snacks, diapers, wipes, flashlights, cups/bottles, etc.) are stored in the gym area should they be needed.

### FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of firearm or weapon on the property unless they are an officer of the law.

## **PARENT COMMUNICATION**

Communication between the school and parent is of primary importance. Parents are encouraged to schedule a meeting with the teacher or director whenever the need arises. You may do so by calling the school directly at 281-499-8030, emailing either your child's teacher or the administrative staff at:

Director: Kathy Gaughan      [kathy@thetownecreekschool.com](mailto:kathy@thetownecreekschool.com)  
Assistant Director: Rhonda Robbins      [rhonda@thetownecreekschool.com](mailto:rhonda@thetownecreekschool.com)  
Owner: Judy Feinstein      [judy@thetownecreekschool.com](mailto:judy@thetownecreekschool.com)

## **HOW TOWNE CREEK WILL CONTACT YOU**

Towne Creek will contact parents in a variety of ways to keep you up to date with daily and special events, policy changes, etc.

Our Parent Handbook is located online under Admission and Downloads on our website. The handbook contains our operational policies. Should there be any updates to the handbook, an updated copy will be sent via email to all active parents. We will use the primary sponsor's email for this purpose. The updated version will then be placed on the website.

Requests for staff /parent meetings will be made via phone and/or email.

Your child's What's Happening can be found on our website under Parent Resources.

End of year tax statements will be sent via email. Monthly tuition and payments can be accessed through your SmartCare account. Please be sure to update any new contact information in your account on a regular basis.

Notification of school closures or early closings will be sent via email, group text, be placed on the website front page ( [www.thetownecreekschool.com](http://www.thetownecreekschool.com) ) and on The Towne Creek Facebook page. You can join our group text by texting TCParent to 41411.

Permission slips, incident reports, children's artwork can be found in your child's folder in the classroom.

In the event of a school emergency/evacuation, Towne Creek Staff will utilize all forms of communication possible i.e.; telephone, group text, email, website, Facebook, etc. to notify parents of our situation as quickly as possible.

Finally, all upcoming events and notices will be placed either on the home page of our website [www.thetownecreekschool.com](http://www.thetownecreekschool.com) , the website calendar, or on the Towne Creek Facebook page.

## **STUDENT PROGRESS REPORTS AND PARENT/TEACHER CONFERENCES**

Progress Reports are completed twice a year. Progress Reports review mainly social, emotional and self-help skills and are placed in your parent folders to be reviewed, signed and returned.

Parent/Teacher Conferences are held twice during the school year, usually in December and late April or May. During these conferences, teachers will review your child's most recent assessment with you. The assessments list developmental skills particular to each age group and help to show how your child is progressing throughout the school year.

## **PARENT PARTICIPATION**

Towne Creek Parents are invited to attend and participate in any of our classroom events. In addition, you can sign up for several committees at the beginning of, or during the school year. Some examples include:

- Room Parent
- Book Fair Committee
- Special Events Committee
- Box Tops Coordinator
- Teacher Appreciation Week Committee

If you are interested in signing up for any of the above-mentioned activities, please inquire at the front office. For activities that involve attendance at the school 2 or more times in a 30-day period, the following requirements must be met:

1. Towne Creek will conduct a DFPS background check
2. The Parent must sign and have notarized, an Affidavit for Applicants for Employment form (provided by Towne Creek)
3. Complete Towne Creek's Parent Orientation (see the front office)
4. Parent Volunteers must never be left alone with the students or be counted in the child/caregiver ratio.

## **PARENT EXPECTATIONS**

At Towne Creek, our goal is to provide the most appropriate environment in which a child can grow, learn and develop. This is not only the responsibility of Towne Creek employees but is also that of each parent or adult who enters our school. Therefore, we all must behave in a manner consistent with a wholesome family atmosphere.

Parents or Employees who engage in the following situations will be asked to leave the premises.

**SWEARING/CURSING:** No parent or adult is permitted to curse or use other inappropriate language on school property at any time whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed towards members of the staff.

**QUARRELING WITH OTHER PARENTS OR STAFF:** Loud and disruptive verbal and/or physical altercations taking place on school premises between two sets of parents and/or between parents and staff, will result in immediate dismissal from the Towne Creek School. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited. We encourage parents to bring all issues and concerns to the office so that they might be resolved in a professional manner.

### **CONFRONTATIONAL INTERACTIONS OR THREATENING OF STAFF, PARENTS, CHILDREN OR OTHER ADULTS ASSOCIATED WITH TOWNE CREEK:**

We know that you will not always agree with the Towne Creek employees, policies, or the parents of other children, but it is expected that all disagreements be handled in a calm and respectful manner. Threats of any kind will not be tolerated. While apologies for such behavior are appreciated, Towne Creek will not assume the risk of a second chance. Parents must be responsible for, and in control of their behavior always.

PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT TOWNE CREEK:

Towne Creek neither supports or condones corporal punishment of children, and such acts are not permitted on school property. Severe verbal reprimands are also considered inappropriate on school property. Parents seen utilizing such acts will be asked to leave the premises and may be subject to dismissal.

DISCIPLINE OF CHILDREN THAT ARE NOT YOUR OWN:

Parents are prohibited from disciplining (verbally or physically), a child that is not their own. If a parent observes a child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is considered inappropriate for that parent to seek out the other child's parent to discuss the behavior. Instead, all behavior concerns should be brought to the classroom teacher or administrative staff's attention. At that point, Towne Creek staff will address the issue with the other child's parent. Although you may be curious as to the outcome of such discussions, Towne Creek staff are strictly prohibited from discussing anything about another child with you. All children enrolled at Towne Creek have privacy rights and are further protected by our Confidentiality Policy.

SMOKING:

For the health of all Towne Creek employees, children and families, smoking is prohibited **anywhere** on the Towne Creek Property.

CELL PHONE

Please refrain from using your cell phone at the Towne Creek School or any time you are participating in a school event.

### **PARENTS RIGHT TO IMMEDIATE ACCESS**

Parents of a child in our immediate care are entitled to immediate access, without prior notice, to their child whenever they are in care at The Towne Creek School.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Towne Creek must be provided with a certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly adhered to.

In the absence of a court order on file with The Towne Creek School, both parents will be afforded equal access to their child as stipulated by law. Towne Creek cannot, without a court order, limit access of one parent at the request of the other parent, regardless of the reason.

### **DISMISSAL**

Towne Creek reserves the right to dismiss any child, at any time, with or without cause. Any balances due must be paid within 30 days of dismissal.

1. A child who causes frequent disturbance and/or bodily harm to other children, to adults, or to school property will be refused continued attendance in the school.
2. A child who is deemed unable to learn in the school environment will be refused continued attendance.
3. A child who causes the teachers to place so much attention on his/her negative behaviors that less attention is given to the other children in the classroom will be refused continued attendance.

## STUDENT POLICIES AND INFORMATION

### ARRIVAL

It is extremely important for the child to be at school in time for the opening activity in order to derive maximum benefit from the program as well as to minimize disruption. Following are the times of opening activities for each age group:

<u>Age Group</u>	<u>Opening Activity</u>
2 year classes	9:30 a.m.
3 year classes	9:00 a.m.
Pre-K	8:30 a.m.
Kindergarten	8:15 a.m.

All children **must be** escorted into the building and into their classrooms by a guardian **18 years or older**. We ask that all preschool students be in their classrooms at least 10 to 15 minutes before their opening activity to have a smooth, positive transition between home and school.

You must sign your child **in and out every day that your child attends school**. You may download the SmartCare app on your phone and use that to scan your child in and out, or you may use the key fob which you can get from the front office. Should you forget either of these, please ask the office staff to check your child in or out.

**Early Arrival (between 6:30 and 7:30 am)** If your child arrives between 6:30 and 7:30 am, he/she may bring breakfast if it is in a disposable container. Infants and Toddlers who arrive early will report directly to their classrooms. Twos and up will remain in the multipurpose room until 7:30 am at which time they will go to their age group classrooms.

**SEPARATION ANXIETY:** Some children (and parents) exhibit separation anxiety. If your child has not attended school before, Towne Creek suggests you bring them to visit a day or two before their actual first day of school and allow them to meet their teacher and classmates. These visits can last anywhere from 1-2 hours. The parent may want to stay the first day and then on the second visit, leave their child for an hour or two on their own. This can make the transition to their first full day of school go a bit easier.

On the actual first day when you arrive, we suggest you tell your child you will help them put their things away and give them a hug and a kiss goodbye but will be back to pick them up after work or school. This will prepare your child for your departure. Once you say goodbye, it is best if you leave, even if your child is upset. Often, the longer the parent delays the departure, the more anxiety the child is likely to feel. Be assured that the teachers in the room will comfort and assist the child after you leave and we welcome phone calls to check and see how the child is doing.

**MORNING TRANSPORTATION FOR AFTERSCHOOL STUDENTS** If your child rides the Towne Creek van to public school in the mornings, he/she must be dropped off at Towne Creek no later than 7:10 a.m. to ensure they do not miss their van ride. Children arriving after the vans have left will need to be taken to school by their parents.

If you pick your child up from public school or if your child is absent from school and will not be riding the school van in the afternoon, you must notify us no later than 2:00 p.m. **Van Drivers are not allowed to leave a school and go to their next destination until we confirm the location of your child. Failure to call and cancel a ride will result in a No Van Cancel Fee.**

### **IMPORTANT!! PLEASE NOTIFY US WHEN...**

1. Your child will be absent due to a planned vacation or event.
2. There is an unplanned absence- your child is not in attendance for the day, and the cause for the absence. If your child has been diagnosed with a communicable disease, we will post notifications alerting other parents in the school of the presence of that illness. The identity of the sick child will not be shared.
3. You are sending someone we do not know to pick up your child
4. Your address, email address, home, cell, or work number changes
5. You have any questions or concerns.

### **PICK UP**

Please pick up your child promptly at his/her dismissal time. You will be charged for any extended time. Check your child's cubby thoroughly for teacher notes, class work or dirty clothes. Please look at his/her work daily and discuss it with him/her. The children are very proud of what they do at school.

**Make sure you check your child's file folder in the classroom.** Very often there will be important information from the teacher or the school.

If you cannot pick up your child by 6:30 p.m., please make arrangements for someone else to do so. There is a substantial fee assessed for picking your child up after 6:30 p.m. Please review the procedures below regarding persons other than parents picking up children.

### **PERSONS OTHER THAN PARENTS OR GUARDIANS PICKING UP CHILDREN**

We will release your child only to persons whom you have authorized in writing on your enrollment paperwork. You must notify us **in person and in writing** if a person picking up your child is not listed on your authorization form. Each parent will be asked to provide a security question and answer on their enrollment form, should you have to call last minute to authorize someone else pick up your child. You will be required to supply the answer over the phone for us to ensure your identity.

Please note that we will require identification, such as a valid Texas driver's license, if we do not recognize the person picking up your child. We will even ask a parent for an I.D. if we have not yet met that parent. We trust that you realize how important this policy is.

Make sure the alternate person is aware of the Arrival/Dismissal procedures and that they give you any information from the school, whether it is a note in your folder or information from a sign on the classroom or front door.

## **SCHOOL CLOSURES**

### **HOLIDAYS**

**Towne Creek will be closed for the following holidays:**

Labor Day, Thanksgiving Day, Friday after Thanksgiving; December 23-27, 2019, New Year's Day, MLK Jr. Day, Good Friday, Memorial Day, one Make Ready Day prior to the Summer Session, Independence Day, and two Make Ready Days in August.

**Towne Creek will close early on the following days:** The Wednesday before Thanksgiving, the day before New Year's (if open) and the 2<sup>nd</sup> Tuesday of each month (6:00 pm) during the school year for Staff Development.

**Make Ready Days.** Towne Creek closes each year for two days preceding the first day of our fall semester, for our teacher "Make-Ready" days. These days will be announced by spring registration. We will close for one day, usually the Friday before the first day of our Summer Session.

***\*Notification of additional school closures not listed above, with the exception of inclement weather conditions, will be given at least 3 months in advance.***

### **FBISD WINTER AND SPRING BREAK**

You will receive a form before each holiday break period asking you to indicate if your child will be attending during these holidays or not. This helps us greatly when planning for staff, materials, activities, snacks, meals, and field trips.

**Students who are registered as full-day, 2:30 pickup, or afterschool are the only students allowed to attend** during the Fort Bend ISD Winter Break and Spring Break **and** may only attend on their regularly scheduled days.

**Half day students (students who leave school at 12 pm) do not attend** during Winter Break or Spring Break. These holiday periods are taken into consideration when deciding tuition rates for the year. Therefore, there is no reduction of tuition during this period.

### **CLOSURES DUE TO WEATHER CONDITIONS**

The Towne Creek School will close if weather conditions cause danger in transporting children to or from school. If area school districts close their schools due to inclement or imminent weather conditions, or Fort Bend County closes its offices, Towne Creek will also close.

If it is deemed dangerous for anyone (children or staff) to arrive safely at school, Towne Creek may close even if Fort Bend ISD remains open.

If Fort Bend ISD closes its schools due to extenuating circumstances, Towne Creek may be open.

We will announce our closures on the front page of our website [www.thetownecreekschool.com](http://www.thetownecreekschool.com), our Facebook page, via our group text and/or send an email. If you have any doubts, please call before you bring your child to school (281-499-8030).

## GENERAL DAILY SCHEDULE - SCHOOL YEAR

In a developmentally appropriate early childhood program, there should be a balance of large group, small group, and individual activities; active and passive activities; indoor and outdoor activities

### EARLY MORNING PROGRAM - ALL AGES 6:30-8:00

- 6:30-7:30 Early arrival of children. Variety of games, activities or video. Children 2 years and older are dropped off in the Multi-Purpose Room with Early Morning Staff. Infants and toddlers go directly to the Infant and Toddler class areas.
- 7:30-8:00 Children are in their classroom or the adjacent room, supervised by one of the 7:30 staff, until one of their teachers arrive. Please refer to the Early Morning Staff Schedule if your child arrives before 8:00 a.m.
- 8:00 All children are in their assigned class

### MORNING PROGRAM – PRESCHOOL 8:00-11:30

\*Schedules and activities will differ according to the particular age groups.  
Please refer to the Program Description of your child’s class for specific schedule information.

- Arrival: Transition between home and school
- Circle Time: Greetings, calendar, weather, discussions, songs, stories, games, “daily news”  
Learning Centers: Activities from a variety of centers are set up daily, and rotated throughout the week: block/creative play, construction, math, art (creative expression), computer, writing, reading, language, science/discovery, listening, dramatic play, fine motor
- Activities: Motor Development / Gross Motor (Toddlers thru Kindergarten) Outdoor Play  
Gross Motor Large Group Activities: songs, finger plays, music, games, stories, creative movement  
Specials: Music – Twos, Threes, PreK, Kindergarten  
Spanish – Threes, PreK, Kindergarten  
Computer– PreK, Kindergarten  
Art and Drama – PreK, Kindergarten
- 11:00-11:30 Lunch – Infants, Toddlers
- 11:30-12:00 Lunch – Preschool, Kindergarten
- 12:00-12:30 Story, soft music for napping children
- 12:30-2:30 Preschool Rest/Nap - Quiet activities are available for children who awake earlier than others, or who do not nap.
- 2:30-3:30 Snack, free choice
- 3:30-5:30 Circle Time, enrichment activities, centers, outdoor play, gross motor activities, stories, songs, creative movement, games
- 5:30-6:30 Preschoolers - In age group classrooms for games, stories, art activities

## CURRICULUM INFORMATION

In each age level, teachers plan together to provide developmental and age appropriate activities for the children. Each age group follows a weekly theme and many of their stories, songs, art, table activities, dramatic play area are planned according to this theme. Children in PreK utilize the “Big Day for PreK” curriculum by Scholastic. “Big Day” is tied to Texas State Standards for School Readiness. Kindergarten and First Grade students utilize several curricula tied to Texas State Standards.

You will be able to access a “What’s Happening” from the Parent Resources of our website. The “What’s Happening” gives highlights of what your child will be learning throughout the week. This will be available on Friday Afternoon for the upcoming week.

Go to [www.thetownecreekschool.com](http://www.thetownecreekschool.com) and click on Parent Resources. You will be asked to enter a password. (This will be given to you at school on your first day). A printed copy of the “What’s Happening” will be posted in your child’s classroom.

### **CLASSROOM ASSIGNMENTS**

Towne Creek assigns children to their class in the following ways:

Infants through Twos are assigned based on their birthdate. Infants through Toddlers transition as certain developmental goals are met.

**Infant 1 to Infant 2** – at 8 months once they are crawling and pulling up

**Infant 2 to Toddler 1** – often at 15 months once they are walking steadily

**Toddler 1 to Toddler 2** – at 20-23 months when language skills begin to develop

**\*\*Please note:** Mothers have the right to provide breast milk for their infants. Mothers who breast feed are welcome to nurse your child in one of our two infant rooms. Rocking chairs are available for your use.

**Twos** – Division of the two-year-old classes is determined by birthdate and enrollment. If we have enough students for 3 two-year-old classes, there will be:

1. A Young Twos Class – Students who turned 2 in the months of May thru August
2. A Middle Twos Class – Students who turned 2 in the months of January through April
3. An Older Twos Class – Student who turned 2 in the months of September through December

Otherwise, classes will be divided evenly, by age, into two classrooms.

**Threes and PreK** – In both classes, children must be 3 (or 4 for PreK) on or before September 1 of the school year. When assigning children to these classrooms, the administrative staff works with your child’s current teacher to determine the best class fit for the upcoming year. We take the following factors into consideration when placing your child:

1. Teacher Recommendation
2. Class sizes
3. Boy to Girl ratio in each class
4. Your child’s current friends
5. Your child’s temperament and personality.

Parents sometimes submit requests for a preferred teacher. Towne Creek cannot guarantee that we will be able to honor your requests.

### **Nap/Rest Time:**

Towne Creek provides cribs, crib sheets, and sleep sacks for the infants. Nap mats are provided for Toddlers through PreK.

Nap items supplied by the parent will be sent home at the end of each week to be laundered and returned to the school the following Monday. *\*\*Should nap items be soiled during the week, they will be sent home on that day and should be returned the following school day.*

### **EDUCATIONAL SUPPLIES /PERSONAL SUPPLIES/TOYS**

Your supply fee covers all supply costs for the school year. The items that parents **do need** to supply are: *(Please be sure to label these items)*

1. Food and Bottles/Formula, pacifiers, sippy cups for Infants – Toddlers. (Neither bottles nor pacifiers are to be used in the preschool classes, two years and up. Our teachers will make every effort to provide comfort and security to all children).
2. Diapers and wipes – For Infants through Twos.
3. Nap items for Toddlers through PreK (crib sheets for nap mats, pillow, blanket, pacifiers for infants and toddlers)
4. Extra changes of clothing for all age groups– to be left at school in case of accidents.
5. For students in the Twos classes who are toilet training, we will need several complete changes of underwear/clothing to be kept at the school during the toilet training process.

Children **should not** bring personal toys to school. Please help us avoid unnecessary distraction or disappointment because of loss or damage. If a child brings an item for Show and Tell from home, it will be used only for Show and Tell purposes. Please do not send items that are easily broken. The school will not be responsible for an item that is lost or damaged. Toy guns and toy weapons, as well as sharp or dangerous objects, are not allowed at school.

**ITEMS THAT BELONG TO OTHERS** If your child happens to bring home a sippy cup, puzzle or game piece, toy or small item that does not belong to him/her, please return it to us. It may belong to the school or to a classmate.

**CELL PHONES, IPODS AND OTHER ELECTRONICS** Afterschool students often have cell phones, iPods, or other types of electronics. These items are not allowed to be utilized on the school vans or during afterschool activities unless specifically noted on your What's Happening. Please ask your children to keep these items safely in their backpacks. Towne Creek will not be responsible for lost items.

### **DRESS CODE**

**CLOTHING** Please dress your child appropriately in comfortable, washable clothing. Your reassurance that he/she may participate in all school activities will help him/her be happier at school. Every child needs a full change of clothing, (**appropriate to the current weather conditions!**) to be left in his/her cubby at school, including socks, shoes and underwear. Even older children occasionally get wet or covered with paint and might need to change.

If your child has used his/her change of clothing, please replace it promptly the next day. **Each article of clothing that your child brings to school must be labeled with his/her name.**

Your child will be going outside every day unless the weather is inclement, raining, or there are freezing temperatures. Be sure to dress her/him warmly with a coat/jacket, and if necessary, mittens and a hat, when the weather is cold.

**SHOES** Children are required to wear shoes while at school. Sandals, flip-flops, boots, open-toed and hard-soled shoes do not allow for a safe day at school. Tennis shoes are suggested and are especially appropriate for large muscle activities.

**Only rubber-soled, white-soled shoes are allowed in our mini-gym.** Boots are not advisable and **cannot** be worn on the playground or in the gym. Therefore, if you do send your child in boots, please also send a pair of white-soled tennis shoes so that he/she can participate in these recreational activities.

## Discipline and Guidance

**Below you will find the Licensing Standards for Discipline that Towne Creek Employees must adhere to.**

### **§746.2801 To what extent may caregivers discipline the children in their care?**

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.

### **§746.2803. What methods of discipline and guidance may a caregiver use?**

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.

### **§746.2805. What types of discipline and guidance or punishment are prohibited?**

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

### **§746.2807. May my employees discipline their own children who are in care at my operation?**

Yes, during operating hours an employee may discipline the employee's own child as long as the employee does not violate the requirements specified in this subchapter.

### **§746.2809. Must I have a written discipline and guidance policy?**

- (a) Must have a written discipline and guidance policy that complies with the rules in this subchapter. You may use a copy of this subchapter for your written discipline and guidance policy.
- (b) You must provide a copy of your written discipline and guidance policy to parents and employees.
- (c) You must keep documentation showing that all parents and employees have received a copy of your written discipline and guidance policy. You may do this as part of your operation policies or in a separate document.

### **§746.2813 How often must I update my written discipline and guidance policy?**

- (a) You must update your written discipline and guidance policy each time you make changes. You must keep documentation at your child-care center showing that all parents and employees have received a copy of your revised discipline and guidance policy.

## POLICY ON INAPPROPRIATE BEHAVIOR

### PRESCHOOL, ELEMENTARY, AND MIDDLE SCHOOL STUDENTS

1. The parent(s) will be notified if a teacher notices that a child exhibits inappropriate behavior that is consistent or frequent.
2. Teacher, parents and Director will meet to discuss ways in which parents and school can work together to redirect these behaviors into more appropriate channels of conduct.
3. School personnel will suggest outside counseling if they deem it necessary for the child to continue attendance.
4. If the child is harmful to other children, to a staff member, or to her/himself, or if the child is destructive to school property, the parent must come for the child immediately and the child must leave school for the remainder of the day.

**We have an obligation to provide a safe, secure and happy environment for each child enrolled in our program.**

### OUTSIDE COUNSELING

If counseling is suggested, parents must:

- Make an appointment with a counselor, psychologist or therapist within two weeks. School administrators will assist with referrals. **The child will be permitted to remain in the classroom during the counseling period, unless he/she causes harm to others or to school property.**
- Parents will notify the school after the child/family has attended the first appointment. School administrators are willing to furnish any information that the therapist requests upon receiving parental permission.
- Within and up to one month from the first counseling session, the school and parents will meet to assess the progress of the child.
- If the child continues to exhibit the said behaviors and prohibits the staff from giving the appropriate time and attention to **all** children in the classroom, the parent will be asked to withdraw the child from school.

## **BITING POLICY AND PROCEDURE**

### **INFANT AND TODDLER BITING**

Towne Creek recognizes that biting is, unfortunately, not unexpected when infants and toddlers are in group care. We are always upset when children are bitten in our program and we recognize how upsetting biting is for our parents.

While we feel that biting is never the right thing for toddlers to do, we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems. Sometimes the biting is related to teething. Other times it may be a way for the child to express themselves (excitement, sadness or frustration) because they cannot express these feelings with words yet. Towne Creek does not focus on punishment for biting but more on techniques and practices that address the specific reason for biting.

When biting occurs, we have three main responses:

1. Care and help for the child who was bitten - We give immediate attention and, if necessary, first aid to the child. We will put ice on the bite (if the child is willing) and if the skin is broken, the area will be cleaned with soap and water. This child's parents will be informed personally as well as through an incident report. We keep the name of the child who bit confidential. This is to avoid labeling and to give our teachers the opportunity to use their time and energy to work on stopping the biting behavior.
2. Help for the child who bit so that he or she learns other, more appropriate, behavior – the child will be separated from the situation and told “No Biting! We don't bite our friends. You can bite this” – and then they will be given a teething ring or other appropriate item to chew on/bite. The child's parents will be told privately and personally about the biting incident in addition to receiving a biting report.
3. Examination of our classroom practices to stop the biting – Teachers will revisit their classroom routines and activities to ensure they have an adequate number of popular toys, that they have plenty of sensory activities planned throughout the day, and that there is little “down time” in the classroom.

Our teachers express strong disapproval of biting. They work to keep the children safe and to help the children who bite learn different, more appropriate behavior. When there are episodes of ongoing biting, we will:

1. Add an additional staff member, if available, to shadow the biting child. (See the Shadow policy on the next page). If a staff member is not available, one of the teachers in the room will be assigned to be near this child throughout the day. The parent of the biting child will be notified that we have initiated the shadowing process. The shadow's job is to remain within arm's length of the child who has been biting, take notes on his/her behavior and intervene and redirect should they see any biting attempts. The shadow, if available, will remain in the classroom for a two-week period.
2. Meet with the parents after the initial two-week period and share our observations and progress in the classroom. If necessary, we will continue to shadow the child for an additional two weeks. At this point if a staff member is not available, we will ask the parent to provide a shadow. If they cannot, we may find it necessary to reduce the number of hours that the child can attend school. These hours will be determined by Towne Creek. Hopefully the shadowing experience will break the biting pattern, and we will have identified and resolved any contributing factors.

3. Meet at the end of the 4-week period. If after these efforts, we do not see a significant decrease in the biting behavior, the child will be asked to leave Towne Creek and the parents will be given a two week notice to enable them to find new care for their child.
4. If at any point during the shadowing period the child exhibits behaviors which prohibit the staff from giving the appropriate time and attention to *all* children in the classroom, the parent will be asked to withdraw their child from school.

**We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. However, you can count on us to deal appropriately with biting to rid the behavior as quickly as possible. We will support your children whether they bite or are bitten. We want the best for all the children in our program and will work parents to obtain that goal.**

### **SHADOW POLICY**

When the Towne Creek School finds it necessary to shadow a student due to inappropriate behavior and/or biting, the following policy will be put into place:

1. The parent of the child will be notified that their child will be shadowed to observe their behavior throughout the day and intervene should the child show signs of inappropriate/biting behavior.
2. If available, an additional staff member, the shadow, will remain in the classroom for a two-week period. During this time, the shadow will stay within arm's length of the child throughout the day. Notes on overall behavior will be recorded and shared with the parents in a meeting at the end of the two-week period.
3. At the meeting, we will share what we have changed in the classroom, the behaviors we have observed and our plan moving forward. At this point, we will inform the parent whether we feel there is a need for additional shadowing.
4. The cost of the additional Towne Creek staff member (if available) in the classroom will be absorbed by Towne Creek for the first four weeks. Should Towne Creek not be able to provide the extra staff member for the 3<sup>rd</sup> and 4<sup>th</sup> week, the parent will be asked to provide the shadow at their own expense. This shadow must be in attendance during the hours the student is at school.
5. After four weeks, should we not see a drastic decrease in the behavior, the child will be asked to leave Towne Creek and the parents will be given a two week notice to enable them to find new care for their child.

### **SPECIAL EVENTS AND FIELD TRIPS**

#### **SPECIAL EVENTS**

Throughout the school year, Towne Creek plans special events for our students. Some events include: Fall Fun, our Halloween Parade, Thanksgiving Feasts, winter holiday concerts and parties, Snow Day, Valentine's Day, Rodeo Day, a spring egg hunt, Family Field Night, Muffins with Mom and Donuts with Dad. Parents are always welcome to attend any one of these events. If your child does not normally attend on the day of the event, you are welcome to bring them and pay a drop-in fee if space allows. You could also bring your child for the event only and stay with them. You would not be charged a drop-in fee in this case. Some events have fees and permission slips associated with them. For your child to attend these specific events, we will need a signed permission slip on file.

## FIELD TRIPS

Field trips are also planned during the year for children in Pre-Kindergarten, Kindergarten, and the Afterschool program. These students will ride on Towne Creek School vans. During the summer, the three-year-old classes take field trips to destinations within walking distance of Towne Creek. Three-year-old students will not be transported on school vans.

Permission slips for all field trips will be sent home and/or posted on the website (under Downloads and in Parent Resources) two weeks prior to the field trip event. Parents should fill out the form, sign it and turn the permission slip and any fees, back in to the front office. A child will be unable to attend a field trip if a signed permission slip is not on file at least two days before the field trip.

Field trips are part of the daily curriculum. Should you choose to not have your child attend a field trip, they must stay home while their class is away as we do not have the staff available to supervise those that stay behind.

**PLEASE NOTE:** Parents not accompanying their child on a field trip **are not** allowed to drop their child off at, or pick their child up from, the field trip site.

**Towne Creek Shirts:** Students (threes thru afterschool) going on field trips must wear a Towne Creek Shirt. These are available for purchase from the Towne Creek Office. If your child forgets to wear his/her shirt on a field trip day, you will be asked to purchase another. Note: Many parents keep the field trip shirt in their child's backpack or cubby to ensure that it is always available when needed.

### **Field Trip attendance on days your child is not registered:**

If a field trip is scheduled on a day that your child is not registered, he/she may attend if we are still within ratio and there is room on the van. You must check with the office at least 2 days (preferably 1 week) prior to the event regarding available space. We will be able to accommodate the request only if additional teachers are available. In this event, you will be charged for an extra day of school, as well as be charged for the field trip.

Because we have a very small adult/child ratio on field trips, it may be necessary for the child to be accompanied by his/her parent. In this event, you would not be charged for an extra day of school. You will be charged only for the cost of the field trip for the child and yourself.

### **Behavior While on The Van Or During a Field Trip**

Children are “at Towne Creek” from the moment they step into the vehicle. All children **must wear a safety belt**. Children **under the age of 8 must utilize a booster seat**. Casual, quiet conversation is allowed while riding on the van if it does not disturb the driver. Riders should never be holding anything in their hands or on their lap while the van is in motion.

Absolutely no profanity, name calling, fighting or any other inappropriate touch will be tolerated. Any time a child has caused unnecessary distraction to the driver, Towne Creek administrators and the child’s parent(s) will be notified. If the unsafe or disruptive behavior is severe and/or happens on more than one occasion, The Towne Creek School reserves the right to deny the privilege of riding on the Towne Creek van and if necessary, the privilege of attending our Afterschool Program.

While on the field trip itself, children are expected to follow their class rules and exhibit appropriate behavior. Any disruptive behavior will be reported to the administration. If the behavior is severe, a parent may be called to pick their child up from the field trip site. Should this happen, the child may be denied the privilege of attending one (or more) field trips.

### **SUMMER PROGRAM**

During the summer, parents of preschool children have the option of registering their child (ren) for the entire summer and continuing to pay a monthly tuition rate or registering on a weekly basis and paying only for the weeks that their child (ren) attend. The exceptions to this are infants and toddlers who register on a yearly basis, and Summer Camp students (Kindergarten through Sixth Grade) who only have a weekly enrollment option.

**FIELD TRIPS** (see the section above)

### **FREE SWIM AND SPLASH DAY**

Towne Creek has an in-ground pool which is open during the summer only. The gate to the pool locks automatically after students enter or exit the pool area. A key is needed to access the area. There is always a lifeguard (or two) on duty whenever children are present.

Any student participating in pool or splash activities must have a parent-signed permission slip on file at the school. Pre-K students have free swim scheduled twice per week. Summer Campers have free swim scheduled daily if weather permits. The only other students who are allowed in the pool are those who are participating in our swim lesson program.

Splash Days are days where children age three through 13 can participate in supervised water play in sprinklers, in wading pools, or on the water slide (if age permits). Students two years and younger can play in sprinklers if they are well supervised. Schedules for both Free Swim and Splash Day will be posted on our website.

### **SWIM LESSONS**

Each summer, The Towne Creek School hires swim instructors to teach two-week swim sessions to students age three and up. The lessons are 30 minutes in length and each participant is guaranteed 8 sessions in the two-week period. Two days are reserved for makeup lessons if needed. All swim lessons must be paid for at the time of registration.

Swim lessons are scheduled in the morning so, if possible, please send your child to school already wearing their suit. They can wear their clothes over the suit, and you can send their underthings to put on after the lesson.

### **EXTRA CLOTHING ON WATER PLAY DAYS**

If your child is to participate in any type of water play or swim lessons on any given day, please send the following: A towel, sunscreen (see below), water shoes, goggles (if needed), a dry change of clothes (including underwear) and a plastic bag to place wet items in. All items should be labeled with your child's name. Should your child have swim lessons and free swim on the same day, it is always wise to send an additional swim suit.

### **SUNSCREEN, MOSQUITO REPELLENT, AND OTHER LOTIONS (No Aerosol Sprays allowed)**

Because the summer sun is so strong, we suggest that you apply sunscreen on your child prior to their arrival at school. If you would like it to be reapplied during the day, please send the sunscreen, labeled with your child's name, each day, and be sure to let your teacher know of your wishes. Please follow the same procedures for insect repellent and other lotions.

\*\*Please note that aerosol cans or sprays of any kind are not permitted.

**THE TOWNE CREEK SCHOOL PARENT HANDBOOK**



**PARENT/GUARDIAN ACKNOWLEDGEMENT PAGE**

We feel that it is very important that both parents, if applicable, are familiar with the policies and procedures of the school. Thus, we ask that both parents, if applicable, sign this Parent Acknowledgement Form. Please sign below. We truly appreciate your participation in understanding the organization of our school.

I acknowledge that I have read, understand and had the opportunity to ask questions about The Parent Handbook provided by The Towne Creek School on their website.

[www.thetownecreekschool.com/admission/](http://www.thetownecreekschool.com/admission/)

I understand the philosophy of education and the policies involved in planning the curriculum and the organization of the school. I agree to abide by all policies stated in the Parent Handbook as well as updated policies that I receive from The Towne Creek School. I will keep a copy of all updated policies and consider them part of this Handbook.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_