

PARENT HANDBOOK 2021-2022

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ST. DAVID'S EPISCOPAL
DAY SCHOOL

HEAD OF SCHOOL WELCOME

On behalf of myself and our teachers and staff, welcome to St. David's Episcopal Day School. We are happy to have you as a new family in our community! SDDS opened its doors in 1997 as a Mother's Day Out program and has since grown to be accredited by the highly regarded National Association for the Education of Young Children (NAEYC) and the Texas Rising Star Program. Our stellar teachers and low teacher/student ratio enable children to learn, play and make friends in a safe, nurturing and structured environment.

Our mission is to provide the children of St. David's School with loving and enriching programs that meet their needs at each developmental level. All of our preschool programs are set within the life, worship and faith of the Christian church as expressed in the Episcopal tradition and practiced at St. David's Episcopal Church.

Welcome to our school. We are glad to have you as part of our community. We hope to have the opportunity to enjoy many years together, working together to see the children to grow.

LEIGH MOSS



Head of School

SCHOOL ACCREDITATIONS

St. David's Episcopal Day School is Accredited by both the National Association for the Education of Young Children (NAEYC) and the Texas Rising Star Program.

Research shows a direct correlation between high-quality early learning and children's positive long-term outcomes in life, including increased educational attainment, healthier lifestyles, and more successful careers. NAEYC Accreditation helps teachers and other staff at early learning programs develop a shared understanding and commitment to quality. The accreditation process leads to increased staff morale, greater staff retention, and a more positive, energetic work atmosphere overall—enabling centers to provide a solid foundation for all children's success in life.

The Texas Rising Star program is a voluntary quality rating and improvement system (QRIS) for child care programs participating in the Texas Workforce Commission's (TWC) subsidized child care program. Texas Rising Star certification is available to licensed centers and licensed and registered child care home facilities that meet the certification criteria.



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Our Philosophy

St. David's Day School is a hands-on learning, play-based environment. We believe the primary goals of childhood are to grow, learn and play. It is through play that a child develops the skills to interact with other children and the self-confidence to try new experiences and explore new environments.

St. David's Episcopal Day School is governed by a School Board, and ultimately by the Rector of St. David's Episcopal Church. The Board determines the broad policies and financial stability of the school. The School Board is composed of seven elected trustees; (many are active members of SDEC), the School's Head of School and the Rector of the Church. A liaison member represents the St. David's Church Vestry. When there is a change in school policy all parents will be notified in writing.

Mission

The purpose of St. David's Day School is to provide children with an atmosphere of Christian love conducive to creative play and exploration of the child's world.

Emphasis is placed on the following:

- Christian education
- Social & emotional development
- Physical development
- Mental development
- Creativity

Frequently, preschool experiences are a child's first activities away from home, therefore it is important for this experience to be positive. St. David's Day School programs strive to help children develop self-confidence in the school situation

Our Philosophy

Goals

Our goal is to create a safe, welcoming, diverse and stimulating environment for children and their families. We strive to maintain an "open door policy" at all times and welcome parent feedback. To attain this goal, we assist the children in these areas:

- Fostering independence through decision making and choices
- Learning to give, share and receive
- Developing self-discipline through encouraging self-control and self-direction
- Learning to work and get along with others
- Developing motor skills
- Understanding and controlling his or her physical world
- Encouraging curiosity, thinking and reasoning
- Developing a positive self-concept through the stimulation and encouragement of their own ideas
- Developing the idea that the church is a happy place
- Developing familiarity with the stories of the Bible

Non-discrimination

It is the fundamental policy of St. David's Episcopal Day School not to discriminate on the basis of sex, color, race, political or religious beliefs, national or ethnic origin, age, sexual orientation, or disability in any area of its operations. Reasonable accommodations will be made for persons with disabling conditions.

Ethical Standards

(NAEYC Standard 6.D.1)

SDDS and employees strive to create a school culture based on the [NAEYC Code of Ethical Conduct](#) (available on the [NAEYC website](#)). "The NAEYC Code of Ethical Conduct offers guidelines for responsible behavior and sets forth a common basis for resolving the principal ethical dilemmas encountered in early childhood care and education."

Forms & Authorization to Pick Up

Admissions & Enrollment Forms

Enrollment forms may be completed anytime throughout the year. If a class is full at the time of application, the child will be placed on a waiting list for the class. Children are placed on the waiting list in this order:

- siblings of currently enrolled children,
- parishioners of St. David's Episcopal Church,
- siblings of Alumni and
- the general public.

Within these groups, applications are listed by date received in the office. When an opening does occur, parents will be notified by phone. Two attempts to contact parents will be made and 48 hours given for parents to respond. If parents have not responded within 48 hours, the next name on the waiting list will be contacted.

Parents must complete and submit all required paperwork through Brightwheel including application form, tuition agreement, emergency contact information, immunization record, and physician's form. These forms must be kept current throughout your child's enrollment. Registration paperwork and fees must be submitted annually.

Please refer to the [Tuition Agreement](#) and the current year Fee Schedule for all tuition policies and procedures.

[The following link contains the summary of fees and dates applicable to the current school year.](#)

Authorized Pick Up / Drop Off

(NAEYC Standards 10.D.7, 10.D.9)

The only access to St. David's Church is through the 8th Street main entrance off the surface parking lot. For your safety and your child's, please supervise your child at all times during drop-off and pick-up. Do not leave your car idling in the parking lot with or without a family member or pet in your vehicle. For the safety of all, please park in the surface lot and walk your child into school. You may message your child's teachers to let them know you've arrived and will pass by the St. David's Church receptionist and access the school level by entering the 4-digit door code.

Forms & Authorization to Pick Up

Authorized Pick Up / Drop Off cont.

It is very important that all students' emergency contacts are always kept current. If you have moved or have changed your home or work telephone number, please update the information in Brightwheel, and/or notify the office immediately. It is our responsibility to ensure we release a child only to those adults who have prior authorization. Please also review the list of emergency contacts for the child in Brightwheel and update as needed.

You must sign each of your children in and out daily when arriving and departing from school, using the printed QR code located either by the front entrance to the building or the school on the 1st Floor. Additional persons authorized to pick up your child must also sign him/her in and out using the same system.

If someone other than the previously authorized individuals will be picking up your child, we must have verifiable written permission from the parent or guardian. Photo identification is mandatory for anyone unknown to the staff. A child will NOT be released without confirming the identity and authorization of the person picking up.

If there is a court order or signed parental agreement in place regarding who has responsibility for a child on certain dates and times, we will follow that schedule.

Late Pick Up

We are very compassionate towards the plight of working families and we understand the hectic schedules that you lead! However, we require your children to be picked up by 5:30 pm every day. Occasionally, if something happens and you have to be late, make sure to call so we know beforehand. If it becomes a consistent occurrence (more than twice in a month), we will bring you in for a meeting to discuss a solution.

If a child has not been picked up within fifteen minutes of closing time and the child's family member has not contacted the school, the Head of School or person in charge will attempt to contact all family members or emergency contact persons listed for the child. If the child remains at the center after thirty minutes, we will comply with local regulations for next steps. Fees may be charged for late pick-ups as described in the tuition agreement and fee schedule, and repeated late pick-ups may result in discontinuation of enrollment.

Consistency of Care

Consistency of Care

(NAEYC Standards 10.B.21, 10.B.23, 10.B.24, 10.D.6)

When children are grouped in similar age levels, the maximum child group sizes and ratios of staff persons align with state licensing requirements.

Lead and assistant teachers have primary responsibility for a single group of children. During the day, we stagger staff schedules so that children, especially infants, have as much time as possible with their regular teacher and classroom assistant. During opening and closing times, some age ranges (other than infants) may be combined, with the teacher in that classroom assuming the responsibility of care until parents arrive for pick up.

To the extent possible, teachers stay with the same group of students for the entire academic year. Children transition to the next age group based on chronological age, developmental readiness, state licensing requirements, and space availability. Children who are moving up gradually spend more time in their new classroom over a period of a week.

Curriculum

Curriculum

The curriculum is based on the belief that each child is an individual and learns best by experiencing the world through active, hands-on play. Developmentally appropriate activities that recognize both the age and the uniqueness of each child are provided. Curriculum goals provide for the following areas of development: social, emotional, cognitive, physical, language and creative.

Parents are encouraged to review posted lesson plans. The educational curriculum for all children includes language development, social awareness, science, music, reading and math readiness, creative movement, art, and outdoor play.

Classroom activities are enriched by the use of community resources and creativity is encouraged through many opportunities for artistic expression and dramatic play. The needs and skills of individual children determine the way the program is implemented.

As part of the Texas Rising Star Accreditation Standards, SDDS utilizes the CIRCLE Activity Collection through CLI Engage. This curriculum translates research into practice through a variety of hands-on activities that teachers can implement in their classrooms during whole group, small group, centers, and one-on-one instruction. When implementing the activities, we want children to have an optimal learning experience using playful, purposeful, and playful strategies.

For more detailed information on how these activities translate to each developmental age group, see more about [the CIRCLE Activity Collection here.](#)

Curriculum

Montessori Curriculum (ages 3-5)

Dr. Montessori's developmental approach was designed to fit each child instead of making each child fit the program. She believed that learning should and could take place in multi-age classrooms; therefore, children at various development stages could learn from and with each other. The Montessori teachers understand that children learn more by touching, seeing, feeling, smelling and exploring than by just listening. This way of teaching enables children to develop as individuals capable in all areas of life.

The Montessori primary class includes children from 3 through 5 years of age. The prepared environment individual and small group lessons in a non-competitive atmosphere. The child "absorbs" knowledge from the environment. In addition to child-sized furniture, the classroom is divided in the following areas, practical life, sensorial, language, mathematics and the Catechesis of the Good Shepherd. Montessori also has lessons in geography, science, Spanish and grace and courtesy.

Enrichment Programs

Physical / Motor Activities

Bob McLucas conducts a weekly 30-minute fun fitness program for the two, three, pre k, and Montessori classrooms. Children learn the importance of regular exercise and the benefits of a healthy lifestyle through stretching, aerobics and calisthenics. This class is included in tuition.

Chapel

Worship is an integral part of community life as well as the life of the individual. In our chapel program, we seek to provide an environment that enables each child to participate fully in a simple worship service. Through the telling of biblical stories, the sharing of experience, and the participating in liturgy, we seek to heighten each child's awareness that God transforms the ordinary into the sacred and that the experience of God is one of wonder, awe, and mystery.

Curriculum

Assessments

(NAEYC Standards 4.A.1, 4.A.2, 4.D.5, 4.E.4)

Assessment is the process of gathering information about children's developmental strengths and progress to inform learning goals. We use ethically and developmentally appropriate assessment methods that are embedded within children's daily activities, inclusive of families, and are culturally and linguistically responsive. Assessment tools may include notes of observations, rubrics, checklists or maintenance of a portfolio for each student. Children at every age and grade level are assessed on an ongoing basis to drive instruction and to make lesson-planning decisions

Developmental Progress (NAEYC Standard 7.B.3)

Teachers plan lessons to meet individual students' cognitive, physical and emotional needs. They provide materials and activities that encourage children to explore their environment and develop social skills, problem-solving skills and new ways of thinking.

Every staff member strives to routinely assess the developmental needs of the children. If these observations reveal possible developmental issues, they are brought to parents' attention, along with suggestions for parents to reach out to pediatricians or other support professionals for further assistance. Teachers and parents formulate a constructive plan to work with the child, consisting of two or three interim goals, along with timelines and follow-up discussions.

Formal Parent / Teachers conferences are scheduled for Fall (Oct) and Spring (March).

Confidentiality

Our program staff receive ongoing training and agree to follow the ethical responsibilities for maintaining confidentiality when conducting assessments of children. All information contained in your child's records is confidential, and anyone not directly involved with the care of your child or affiliated with state licensing, protective services or other government agencies will not have access to your child's records without your prior written consent. As a parent or guardian, you have the right to add information, comments, data or other relevant material to your child's records. Additionally, you may request, in writing, the deletion or amendment of any information contained in your child's record and we will consider that request in accordance with any applicable court order or signed parental agreement. We are happy to provide you reasonable access to your child's on-site records.

Communications

Communication between school and home is of primary importance. St. David's Day School's goal is to keep this communication open and healthy. Solving problems according to these guidelines ensures the best possible situation for school, personnel, you as a parent, and of course, for your child. All Day School employees will communicate with families via Brightwheel which prioritizes the respect of the privacy of the families attending the school.

Brightwheel

Brightwheel is an app that helps make teacher's daily communication and record-keeping tasks easier. During the day, parents receive a photo feed of your child engagement in school. Throughout the day, you'll receive a daily report which includes information about your child's daily routine (meals, diapering/toileting, nap, etc.) as well as a photo and brief description of a learning highlight from that specific child's day. The daily report may also include additional notes that might be helpful to you. Parents also may message any notes to the teacher through Brightwheel.

School Events & Activities

We strive to keep parents informed of upcoming events, activities and key dates. The overall school holiday calendar is on the school website, as well as through the Brightwheel calendar icon with all special events. We also issue a monthly school newsletter with calendar reminders, and send emails and alerts via Brightwheel messaging.

[Click here for our current school calendar.](#)

Parent Notices

St. David's Day School is trying to reduce paper usage; therefore, information will be sent via Brightwheel or Email. It is very important that we have current email addresses in order to keep families up to date with Day School information and activities. Please check Brightwheel daily.

Policies, tuition & fees, school calendar and general class information will also be posted on the school website, www.stdavidsdayschool.org. Please read all correspondences carefully. Parent input is very valuable. The Day School office welcomes your questions, comments, ideas, and suggestions. Please share them with us. St. David's shares information about upcoming events, safety, and health on our Parent Information in the 1st floor flyer by the Head of School's office. A "Family Resource Book" contains information about local and state-wide services for families. Our staff is also knowledgeable about opportunities and services in the Austin area.

Communications

Monthly Newsletters

Each month, the Head of School will send out updated school-wide information via our school newsletter through Brightwheel. Newsletters will include information about upcoming events, health and safety protocols and features spotlights on classrooms and teachers.

Parent Reports

Teachers issue parent reports three times per year, in October, March and May along with an opportunity for a parent-teacher conference. The parent reports show how a child is doing relative to developmental milestones and provide a snapshot of the child's learning profile. The information reflects assessments that have already been completed by the teacher in the classroom. Teachers do not "test" the children in order to complete the parent report.

Teacher comments are based on objective observations, not opinions. Comments describe how the child is progressing, observations of skill mastery, what is being done to help the child develop skills, and a description of activities that support the information. Infant and Toddler reports are simple narratives that document past growth and future goals but, may still include photographs and other samples to illustrate the skills the child is developing, while the reports for the older preschoolers are more detailed.

Communicating School Closures

To ensure the safety of our students, their families and our staff, St. David's Episcopal Day School is closed on any day that Austin Independent School District schools are closed due to inclement weather. In the event that AISD delays opening, St. David's will delay opening in accordance with AISD's opening time. In addition, teachers will contact families via the Brightwheel app and/or phone to inform parents about school closings by 6 AM. We want all children and families to be safe and off icy roads.

Any unanticipated closings for health or safety reasons will first be communicated as an alert through Brightwheel and subsequently reported on the school website.

Guidance and Discipline

Guidance and Discipline

(NAEYC Standards 1.E.1, 3.B.2, 6.D.3, 10.B.18, 1.B.8, 1.B.10)

At SDDS, we plan interesting activities; have plenty of play materials; try to avoid long waits and idle times, and interact with the children in a positive, considerate manner. Busy, involved children tend to need less discipline. The purpose of discipline is to help the child learn self-control and to satisfy his needs and desires in ways which are acceptable to the people around him. Discipline is based on an understanding of each child's individual needs and level of development.

Discipline must be

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

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

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements; and
3. Redirecting behavior using positive statements.

There will 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 the 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.

Guidance and Discipline

Guidance and Discipline cont.

In the event that a child's behavior is deemed a distraction to the class or violent and aggressive towards themselves or others, we may choose to enact a behavior plan that includes enhanced documentation of the behavior, a collaborative meeting with teachers and parents and a timeline, by the end of which we would reassess the success of the program.

Parent Conflict Resolution Procedure

(NAEYC Standard 10.B.20)

SDDS views the expression of parent ideas, complaints, or concerns as an opportunity to improve the program for the children and families. Most problems can be solved through an informal, cooperative effort.

It is best to go first to the person most directly involved with the concern. Any time a parent has a suggestion, problem or concern s/he is encouraged to discuss it first with their child's teacher or other staff member who is directly involved. If that person is unable to use the suggestion, solve the problem or alleviate the concern and the issue is not resolved, parents are then invited to discuss the issue with the Head of School.

If the parent is still unsatisfied with the efforts to resolve the issue, after discussing the problem with the staff listed above, s/he may take the issue to the School Board. A written letter stating the grievance must be submitted to the Board President at least one week prior to the next scheduled monthly school board meeting. Final Resolution in all matters will be determined by the Rector of St. David's Episcopal Church.

Health

Medical and Immunization Records

(NAEYC Standards 5.A.13, 5.A.14, 4.C.2, 10.D.6)

Prior to enrollment, all students must have an updated medical form on file, including a current list of vaccinations and the date of their last vision and hearing screening, if applicable. All state required immunizations must be completed, unless parents provide the required documentation for medical or religious exemption. If a currently enrolled child or staff member has a medically compromised immune system, the school will evaluate whether a child who is not fully immunized may be newly enrolled. If a child is not fully immunized for a disease which occurs in the school, that child will be excluded from all activities until any danger of infection is past.

Only those directly involved with the care of your child or affiliated with state licensing, protective services or other government agencies will have access to your child's records. Others may access these records only with your written consent.

Cleaning, Disinfecting and Sanitizing

(NAEYC Standards 5.C.5, 5.C.6)

We recognize the importance of clean and sanitary conditions for children's health and safety. Toys that have been in a child's mouth or otherwise contaminated are removed immediately, cleaned with soap and water and disinfected. This also applies to other surfaces in the classroom.

To control odors, our schools use ventilation and sanitation rather than sprays, air freshening chemicals, or deodorizers. Any spills are immediately and thoroughly cleaned up, and surfaces are disinfected using a non-toxic, EPA-approved disinfectant. All cleaners and other toxic substances are kept out of the reach of children in a secure locked cabinet.

Diapering

(NAEYC Standard 5.A.17)

Teachers check diapers every 2 hours, when a child wakes from a nap, and upon being soiled. The changing table is sanitized after each changing, even if paper covers are used.

Health

Food and Nutrition (Lunches and Snacks)

(NAEYC Standards 5.B.5, 5.B.8, 5.B.9, 10.D.3)

St. David's Day School does not provide lunch; it is the parent's responsibility to send a snack and lunch with their child each day. St. David's Day School is not responsible for the nutritional value of the lunch or for meeting the child's daily food needs. However, we ask parents to please provide a nutritious snack every day. Suggested snacks are crackers, fruit, yogurt, and milk, or water to drink. Sugary drinks are also discouraged.

St. David's strives to provide a safe and healthy environment for the children; therefore, the Day School does not allow candy or desserts with large amounts of sugar of any type. If these items are present in a child's lunchbox, they will be sent home unopened and returned at the end of the day. In addition, water is always available throughout the day. State licensing requires that parents provide feeding instructions for their child regarding known food allergies, special diets, etc. The instructions need to be updated when changes are made.

Children need to bring a nutritious, balanced lunch from home every day. Please pack items that do not require refrigeration or heating unless you include a thermos or ice pack. Limit the use of sweets, salts, fats, and condiments.

Teachers will return leftover food to your child's lunchbox. The lunch box should include containers that are clearly labeled and are easy to open by the child. Flip-top lids and sandwich bags are easy to manage.

Lunch boxes, thermoses and containers should be labeled with the child's first and last name.

The following items have caused choking in children, especially in children under three years-of-age.

hotdogs	raw carrots	grapes	raw broccoli
peas	popcorn	hard candy	

Cut hotdogs into fourths, lengthwise. Cook and mash carrots, corn, raw broccoli and peas. Cut grapes in halves. The staff reserves the right to refrain from serving any food they feel maybe a choking hazard to a child.

Health

Illness

(NAEYC Standard 10.B.19)

Parents assist us in maintaining a safe and healthy environment for all our children by keeping sick children at home. The purpose of our sick child policy is to:

- Reduce the spread of illness from a sick child to other children.
- Promote complete recuperation of the sick child.
- Prevent the constant spread of cold, flu and diarrhea that are so common among small children.

Parents must keep sick children at home until they have been symptom-free for at least 24 hours if they display any of the following:

- Fever of 100 degrees or more. Children must be free of fever for at least 24 hours, unassisted by fever-reducing medication before returning to school.
- Vomiting
- Diarrhea - Two or more incidences of watery, uncontrollable stool in 24 hours hour no matter what causes the diarrhea
- Persistent, non-productive or “barking” cough
- Heavy nasal discharge requiring frequent wiping every 3-5 minutes
- Sore throat
- Fussy, cranky behavior unlike the child’s normal demeanor
- Skin rash, including diaper rash
- Head lice
- Symptoms of a communicable disease such as pink eye, measles, chicken pox, mumps, or strep throat

We reserve the right to refuse admittance to any student who shows a sign of illness.

Children who become ill at school will be made comfortable and parents will be notified to pick them up within one hour.

Medication Administration

(NAEYC Standard 10.B.19)

If medication needs to be given while a child is at school, the parent must complete a "Request for the Administration of Medication" form available in the office. For maximum safety, the medication must be in a new sealed container. Prescriptions must be in the original pharmacy container or box, with the official pharmacy prescription label securely attached. The prescription indicated on the label must be current.

Health

Medication Administration cont.

School administrative staff must keep the medication and a copy of the physician's note stored in the locked medicine location. School administrative staff complete the dispensing log after each dosage, recording the name of the child, the medication and dosage given, the time and date, and signature of the person dispensing. Epi-pens and other emergency medications may be stored in either the normal locked medication cabinet or a secure location in the classroom.

Sunscreen

(NAEYC Standard 5.A.16)

Parents must provide permission (a written note or communication through Brightwheel) for school staff to apply sunscreen on their child. All bottles must be in the original container, labeled with the child's name.

Clothing & Personal Belongings

Every day children must have an extra full change of clothing at school. Please label all clothing to prevent loss. Soiled clothing will be bagged and returned to you for laundering. Please check your child's cubby/backpack at the end of each day for soiled clothing. Parents are required to furnish diapers and wipes. Check each day to be sure your child has enough diapers and wipes.

Children should wear play clothes to school because many school activities are messy and children cannot fully participate if they are concerned about their clothing. A part of each day is spent outside, so children should wear shoes and dress appropriately for that day's weather. Children should wear close-toed shoes with grip soles of rubber or crepe. Jellies, thongs, sandals, boots and slick sole shoes contribute to accidents and cannot be worn to school. Children may not wear jewelry as it may get pulled or snagged and cause accidents.

Except for special security blankets or like items, children should not bring toys, jewelry or money from home. This policy prevents hurt feelings and lost belongings. SDDS is not responsible for lost items.

Health

Allergies

We want to work closely with our parents and students to make sure no child suffers needlessly to an allergic reaction to food or environmental factors.

We often have children enrolled in school who are highly allergic to peanuts and cashews. This is a life-threatening reaction, necessitating an "EpiPen" injection and possible trip to the emergency room. For this reason, we are asking parents to please avoid sending anything containing peanuts, or other types of nuts, to school. This includes nut butter sandwiches, nut butter crackers, cookies or breads with nuts in them, or any other foods that have nuts in the ingredients. We realize that it may be an inconvenience, but it is necessary for the safety of our children. We are a nut sensitive school. Teachers will notify you with a note if a nut product is brought to school and the item will be returned home.

Abuse and Neglect Reporting

(NAEYC Standard 6.A.10)

SDDS policy, state law, HHSC child care licensing requirements, and the St. David's Episcopal Church require that staff immediately report suspected child abuse and neglect. All SDDS staff are mandated reporters. Teachers or other staff inform the Head of School that they have called TDFPS to make a report.

Please understand that the state protective worker decides if abuse or neglect has occurred; not SDDS staff. Unless restricted from doing so by TDFPS, the parent will be notified if a report is made by SDDS about her/his child. The child abuse hotline number is 800-252-5400.

Physical Activity and Screen Time

Children go outside twice a day for physical activity, once in the morning and once in the afternoon. They are encouraged to run, jump, skip, hop, and play in every way! (Again, remember they need shoes and clothing that is safe for this.) Ones are taken outside for shorter periods of time when weather permits.

We limit screen time at SDDS. We do not have televisions. The older classrooms sometimes will offer a tablet with educational games on it, but only when working with an adult or for 5 minutes if alone. It is our philosophical belief that children this age need loving human interactions, rich language, and lots of physical activity. They won't get those things while using a device. Teachers may bring internet-connected devices into a classroom to extend the learning, but the teacher will control the device, rather than the children.

Safety

Accidents and Injuries

(NAEYC Standard 10.B.19)

The health and safety of both children and staff in our schools are of paramount importance. All employees are responsible to assist in the prevention and control of injuries, illnesses and hazards and to ensure compliance with all applicable laws and regulations. Staff members inspect their classrooms and outdoor play areas daily for potential hazards.

No matter how minor the incident, if a child experiences an accident, injury or possible injury, staff will report it to school administration and a written incident report will be provided to parents through Brightwheel. Parents will also be immediately contacted if the injury needs medical attention. For any serious accident or incident, we will attempt to notify parents by a telephone call as soon as possible.

Staff members are trained in first aid and CPR. If a child requires medical attention, a report is filed and sent home to parents. In the event of a serious emergency, the school will provide appropriate first aid and notify the parents. If the injury is life threatening, the staff procedure is as follows:

- 1) Provide appropriate first aid measures
- 2) Call an ambulance or dial 911 (parents are responsible for EMS fees)
- 3) Notify the parents
- 4) Contact the child's physician if the parents cannot be located.
- 5) Accompany child to the hospital if parent is not present (the health form accompanies the child to the hospital to ensure emergency treatment)

Fire and Other Safety Drills

As required by law, the school holds regular fire and safety drills. It is expected that all students on the campus at the time of such drills participate fully. If a drill must take place in inclement weather, all attempts will be made to ensure that children are properly attired. Should you find yourself at the school while a drill is taking place, please participate with your child, and take the time to review and discuss the importance of such drills with your child.

Safety

Vehicles on School Grounds

(NAEYC Standard 5.A.25)

Because the safety of our children is of paramount concern to us, we require all parents to adhere to the following rules of the road while on school property:

- All vehicles must obey the 5 miles per hour speed limit.
- Pedestrians always have the right of way.
- Parked vehicles MUST have ignitions turned off and the keys removed.
- Children may NOT be left unattended in a vehicle at any time or for any reason.

Violations of these rules may result in a warning. If a violation is serious, or violations continue, school personnel are authorized to take a tag number to report to local police.

Emergency Preparedness Plan

SDDS has an extensive emergency preparedness plan. Parents may see a copy of it by requesting it through the Head of School or Assistant Director. A green folder is located in the mailbox outside of the Head of School's office. In the event that we must relocate to another site because of an emergency we would evacuate to to the Central Presbyterian Church (200 E. 84) 1 block west of St. David's Church.

In the case of sudden, immediate evacuation of the area, children would ride with teachers in cars as quickly as possible to a designated location. Each teacher and assistant is responsible for the children in their class. Teachers are to bring an attendance sheet and roll is checked to assure no child is left inside the building. The designated pickup location for parents would be the south parking lot of St. Johns' Lutheran Church (409 W. Ben White). In the event that children are unable to get to St. John's, parents will be notified by phone as to the alternate pick up location.

Persons In Charge

Head of School is in charge at all times. If the Head of School is absent, one of the two Assistant Directors is in charge. If the Head of School or both Assistant Directors are all absent, the Pre K 4 teacher or ranking teacher designated by the Head of School is in charge.

Gang Free Zone

Under the Texas Penal Code, any area within 100 feet of a child center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty. St David's Episcopal Day School is a Gang-Free Zone.

Parent Handbook Acknowledgement

My signature below indicates that I have received and read a copy of the St. David's Episcopal Day School Parent Handbook. I understand that I must follow the policies and practices described in the handbook or my child could be dismissed from the school.

Parent Signature

Date

Parent's Printed Name

Child(ren) enrolled at St. David's Episcopal Day School
