

Thank you for your interest in our school. The Parent Handbook that you have received was designed to answer your questions concerning your child's experience and The Country Kingdom policies.

If you have further questions, please do not hesitate to call.

The Country Kingdom

PLEASE SIGN AND RETURN THIS SHEET

I have read and understand the information contained in the Parent Handbook. I have received my child's confidential code. I am also aware that this handbook may be revised at any time to ensure the health and safety of the children in the facility.

Signature _____ Date _____

Welcome to The Country Kingdom

We offer Montessori education with trained teachers in fully equipped classrooms. The fundamental aim of the Montessori Method is self-education of the children through special emphasis on the training of the senses.

The Country Kingdom offers an environment designed to allow the total child to develop. Every child experiences success as they are skillfully directed toward a mastery of the world around them. They will be constantly challenged as they move from the physical world--where they can develop their motor skills and all their senses with self-teaching/self-correcting, materials—into the abstract world of ideas and concepts, all of their own pace.

All this takes place in a learning environment that integrates the outdoor atmosphere with the classroom. Your child will develop the skills and acquire the knowledge to be successful through out life.

This handbook contains important information concerning your child and our procedures, so **please read the entire handbook and notify us if there are any questions.**

ARRIVAL: Please Park in the Parking Lot

1. Cars must be parked in designated parking areas only, which is the larger parking lot. There will be NO PARKING IN EITHER DRIVE THRU or on either side of the portico. Please park only in the parking lot.

2. Students enrolled in our full day programs may begin arriving at 6:30 a.m.

3. No child will be allowed to cross the driveway unattended

4 Children need to arrive ready to begin their morning. Should you have a very young child who needs to be changed and/or cleaned upon arriving, please make use of the changing table that is in their classroom. Older children like to look their best as well. Clean face and hands and brushed hair give them a ready start. Our Pre School and Kindergarten classes begin at 8:30 a.m. Please try not to bring them into the classroom late because the child may feel uncomfortable about arriving after everyone else has become involved in activities. It is important that student's arrive on time for class so that they do not miss the first circle. In an effort to keep the children and their class routine undisturbed, we must minimize the amount if disruptions. It is much easier on your child to have a short good-bye, then please leave promptly.

Children will not be allowed to come to school after 9:30 a.m. unless they have had a doctor's appointment (a return note is required) or there has been a family emergency. We do ask that you call us and let us know. The, by 9:30 a.m., arrival time is for any day that we are open. We have a keypad entry for the front door. The code given upon enrollment is for parents only. All others need to ring the doorbell. We have a computer located by the office that parents use to sign their children in. Only parents are to do this. Children are not allowed to use this computer.

5. Public school students that need morning transportation need to arrive at TCK by 7:20 a.m.

6. Parents should be aware of announcements located on the boards in the foyer and by the office.

7. Medication forms and permission forms should be left with the office staff.

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DEPARTURE: Please Park in the Parking Lot

1. Montessori students leaving immediately after class will be brought to the foyer where the parents may wait and pick them up. Parents need to sign them out on the computer. Children are not allowed to use this computer.

2. Children enrolled in the morning Montessori classes or the 8:30a.m. -2:30p.m. program must be picked up promptly at the close of class. If you know you are going to be detained, please notify the school immediately so that we can reassure your child. If a student is not picked up at the end of class dismissal, he will be placed in childcare at the cost of \$1.00 per minute for the first 5 minutes and \$5.00 per minute thereafter.

3. Child care students must be picked up from their classrooms or playground. Please make sure the teacher is aware of the student's departure. Please enter through the front door at all times. Sign your child out on the sign in/out computer in the "Big Room". Our licensed closing time is 6:30 p.m. Any student remaining after this time will be charged \$1.00 per minute for the first 5 minutes and \$5.00 per minute thereafter that he remains in our care.

4. Identification will be required in the following circumstances:

A regularly authorized person is picking up a child for the first time.

Special arrangements have been made for a different person to pick the child up.

A new staff member or substitute is in charge who does not know the parent.

5. No child will be released to a person not authorized by a parent to pick the child up. We must have a written authorization for changes. You are assigned a confidential code to use when telling us by telephone about a change in your plans. Please ask in the office if you are not aware of your code. For your protection, we ask that you not discuss this code with other people.

6. Be sure that your child is properly supervised all the way to his car seat belt. Accidents could occur from running in the building (which is not permitted) or leaving the building unescorted (which is not permitted). Children are not to open the front door. Nor are they permitted to sign themselves out on the computer.

7. Allow a few minutes of quality time to catch up on your child's day. Be aware of the "theme" for the week and let your child share his knowledge and skill. TOP

FORMS:

We are REQUIRED by the laws of the STATE OF TEXAS to have certain completed forms on file for every student enrolled. These forms are for the health and safety of all students Please take note that if we DO NOT have these forms on file your child CANNOT attend this facility.

The forms that the state requires are:

ENROLLMENT CONTRACT: Registration in programs

TUITION AGREEMENT: Method of payment agreement.

MEDICAL: MUST be signed by your child's physician. Immunizations MUST be current.

PUBLIC SCHOOL: Statement that health and immunization records are on file at your child's public school

EMERGENCY CARD: Emergency telephone numbers which must be kept up to date!

HOSPITAL FORM: This gives The Country Kingdom authorization for treatment should your child require medical aid.

FAMILY-SOCIAL HISTORY FORM: This form is not state required, but it allows the teacher to know your child and give him the best education and care possible.

FEDERAL FOOD PROGRAM: TCK participates in the Child and Adult Food Program. This form is required of all students. TOP

HEALTH & SAFETY:

Your child's health is a matter of major importance to all of us. Upon enrollment, the state health laws require that you file with us a statement from your physician indicating that your child is physically able to participate in our program AND is current with the following required immunizations:

Please be aware that not only must we follow State regulations but we must also follow Galveston County regulations. Your physician may have a different plan. The Galveston County plan is the one that we follow.

By 2 months: 1st dose DTaP, HibCV, IPV, HBV, Prevnar (pneumococcal conjugate)

By 4 months: 2nd dose DTaP, HibCV, IPV, HBV, Prevnar

By 6 months: 3rd dose DTaP, HibCV, Prevnar

At 12 months: Varivax (Chicken Pox)

By 16 months: 1st dose MMR, 3rd dose HBV, 4th dose Prevnar

By 18 months: 3rd dose IPV, 4th dose DTaP

Beginning at age 2 yrs.: 1st dose of Hepatitis A

At age 2 1/2 yrs: 2nd dose of Hepatitis A

At the age of 4 years: 2nd dose of Measles Vaccine and Varivax

At the age of 4 years: 4th dose of IPV, 5th dose of DTaP

TB Requirement: There are certain counties in the state that require TB testing. At the moment, Galveston County is not one of them.

The Medical form MUST be returned within 5 days of enrollment. If this information is not received and KEPT UPDATED, your child will be subject to dismissal. Should there be a medical reason why your child cannot receive a certain immunization, you must request a variance from Austin, TX. Parents of public school students are required to

provide a signed and dated statement that their child's immunization record is current and is on file at the school the child attends. The parent must include the name of the school and school phone number in the statement. Also needed will be the date of either an episode of chickenpox or the date that the Varvax immunization was given.

Vision and audio screenings are **REQUIRED** by the state for all children age four years and up who are not attending a public school. New enrollees must have had the screenings within the past 12 months or will have them within 120 days after enrollment. We will administer the vision screening by an outside professional. It will necessary for you to provide us with results of an audio test given by your doctor OR to avail yourself to the testing offered here by outside professionals each fall semester at a nominal cost Tests that we administer are primarily for screening purposes. You will be referred to persons who provide special services if we feel that your child needs further evaluation.

Some of our students are required to bring a small pillow and a lightweight blanket (their cubby space is limited) to use during their naptime. We ask that you take these items home every Wednesday and Friday to be laundered. This is to ensure the health and safety of your child. TOP

ILLNESS:

Your child will be sent home if he appears to have symptoms of an illness. In such cases, he is immediately isolated from the others and a parent is contacted. Should your child's demeanor change and it is obvious he is not feeling well or that your child is running a fever, you will be called to pick up your child. It is important that someone be able to pick up your child within a very short time.

YOU MAY NOT BRING YOUR CHILD:

- If the child has a fever or has had one during the previous 24 hours
- If the child has a heavy nasal discharge.
- If the child has a constant cough.
- If the child has symptoms of a possible communicable disease, (these are usually sniffles, reddened eyes, sore throat rash, headache, abdominal pain, or a fever)
- If the child has had vomiting or diarrhea during the previous 12 hours.

Please notify the school at once if the child does have a communicable disease.

YOUR CHILD MAY COME:

- If his cold is over but he is left with a minor nasal drip (clear discharge).
- If he has been exposed to a communicable disease, but the school has been notified so that the incubation period can be discussed and it can be determined on what dates he should stay home. TOP

MEDICATIONS:

No medication will be given to any student without a signed medication form provided by the school with complete written instructions signed by the parent. **MEDICATIONS WILL BE GIVEN AT NOON AND AT 4.00 p.m. ONLY!** Medications are not to be placed in a child's backpack.

PRESCRIPTION MEDICATIONS: Medications will be given to a child when the medication is provided in the original pharmacy container with the following information: child's name, physician's name, medication name, and the instructions for administering. Please ask for and fill out a medication form.

NONPRESCRIPTION MEDICATION: Must be labeled with the child's name and the date the medication was brought to the center. Nonprescription medication must be in the original container. If it is in a very small container, the container may be put in a sealed plastic bag with information on the bag. Medication **MUST** be age appropriate and **NOT** out of date.

If medication must be refrigerated, there is a special shelf in the kitchen refrigerator door. Other medication must be placed in the office closet. Please do not put any medications in lunch boxes or book bags. **TOP**

EMERGENCIES:

In case of accidental injury, we will make an immediate attempt to contact a parent. If we can't reach you, we will call the child's physician. If necessary, we will also an ambulance. Until the arrival of a parent, the physician, or an ambulance, the Director or an assistant will be in charge and make any decisions about the care of the child. It is to your child's benefit that you keep the school up to date on phone numbers, emergency numbers, and other pertinent information. **TOP**

COMMUNICATING CHANGES:

In the event that a significant change occurs in the home, the facility needs to be notified immediately. All information given will be treated with strict confidentiality. Children often respond to marital upsets, death, sickness of a family member, etc. in different ways. In order for us to handle the situation in the best possible way, we need to be aware of any changes.

PARENT NOTIFICATION:

Parents will be notified under the following circumstances:

1. If your child is ill and needs to be picked up.
2. If your child has had an accident.
3. If your child is in need of a parent for personal reasons.

4. If you need to be called due to your child's behavior.
5. If we are under a weather alert and need to evacuate.
6. Notification of communicable diseases will be posted on the foyer bulletin board.
7. Off campus activities will be posted on the foyer bulletin board.

Discipline and Guidance Practices: 1. Discipline and guidance shall be based on an understanding of the individual needs and development, and shall promote self-discipline and acceptable behavior. 2. There shall be no cruel, harsh or unusual punishment. 3. No child of any age shall ever be shaken or hit and no child shall ever be spanked. 4. Brief, supervised separation from the group may be used if necessary (1 minute per age in years). 5. Children shall not be humiliated or subjected to abusive or profane language. Punishment shall not be associated with food or naps or toilet training. Children who wet themselves shall not be shamed or punished. TOP

VOLUNTEERS:

We need and urge your voluntary assistance in organizing classroom parties, chaperone on field trips, plan programs, recruitment of students and other activities. When volunteering it is recommended that other arrangements be made for younger siblings. We also have an occasional need for part-time workers and substitute teachers. If you are interested or if you know of someone who is, please let us know. TOP

CONFERENCES:

Conferences in relation to your child's progress can be scheduled throughout the year. Those conferences will be arranged upon request. Please do not try to confer with a staff member upon arrival or departure.

Your own child will be given maximum consideration as an individual. We will look after his health and safety while he is at school and present a planned program geared to what we believe to be developmentally sound and educationally beneficial.

Procedures for Parents to Discuss or Review School Procedure and Policies: If a parent wants to discuss policy and procedures they may either speak with the Assistant Director or call the Director and make an appointment. The school has an open door policy. Parents do not have to schedule an appointment to observe their child or the school's operations.

Parents are welcome and encouraged to participate in the school's operations and activities. This is as long as this does not cause a disruption to the learning environment.

The most recent license inspection report is available for viewing. It will be posted for 3 months after inspection. After this time it will be filed. The Minimum Standards is also available for viewing. You would need to ask the Director to view these items. The files are not removed from the school. TOP

CLOTHING:

Your child should wear clothing, which is:

- Free of complicated fastenings
- Washable and sturdy
- Appropriate for the weather
- Appropriate shoes for running and climbing No "OPEN TOE" shoes
- LABELED with student's name (including ALL WINTER COVERINGS!)

If your child is prone to having toilet accidents it is recommended that a complete extra set of clothing be sent to school with him.

When your child has an accident at school and it is necessary to send him home in borrowed clothing from The Country Kingdom please launder them and return them as soon possible.

Donations of outgrown clothing (including underwear in good condition) are always welcomed for our extra clothes closet. TOP

NUTRITION:

A nutritious breakfast is a very important part of your of your child's day. High sugar food, (donuts, sweet rolls, etc.) give an instant energy boost and may cause a child to be very active for a short period. This also burns out quickly and leaves a child tired and listless. Both conditions are detrimental to a child's behavior and concentration.

An adequate diet is very important to the growth of young children. Their bodies and brains require certain nutrients to develop to their potential. Breakfast will be provided to those who are in attendance between 7:15 and 8:15 a.m., and have not already had breakfast. Snacks will be provided twice a day. Once during the morning class and the next during the afternoon class. Students will be served a hot lunch. Menus are posted in the building.

BIRTHDAY:

On your child's birthday (or the day closest) your child is invited to bring snack for his class. We discourage iced cakes, and very sweet snacks. Nutritious snacks such as nut breads, fruits, sandwiches, crackers and cheeses, puddings, Jell-O, vegetable sticks and dip, etc. are always enjoyed by the students.

Birthday party invitations cannot be handed out in class unless each child receives one. You may ask for a list of names and addresses of those children your child would like to selectively invite and mail an invitation. Note: Some of our families have requested that their information not be given out. TOP

TOYS:

We ask that you leave your child's toys at home or in your car. If an item is brought we cannot be responsible for it. It must be shared and it must have the child's name on it. We welcome books, tapes, or VCR tapes/DVD's to share with the class. Items which are of

the same subject as the current "theme" are of particular interest to all the children. Some classes will have assigned show and tell days set up for the students to bring educational items from home to share with their class. TOP

FINANCIAL ARRANGEMENTS:

REGISTRATION FEES:

An annual, non-refundable registration fee of \$50.00 per child or family is payable when you enroll a child. \$50.00 is due for each succeeding year he is enrolled. A \$30.00 per year supply fee is payable upon enrollment.

TUITION:

All fees for students enrolled in Montessori Classes only are due on the first of each month. The Country Kingdom follows the Clear Creek School District calendar during the months of August thru June. We also have classes during June and July. Only August is prorated for families who have their child enrolled for Montessori and are starting a new school year.. There are certain circumstances where the fees are prorated, ie: new student starting not at the beginning of the month.

TUITION AND CHILD CARE FEES:

All accounts receive a statement monthly. Parents may pay their accounts in one of the following manners: 1)- Monthly: Accounts paid monthly are due on the 1st of each month. 2)-Bi-Weekly: Accounts paid bi-weekly are due on the 1st and the 15th of each month. 3)-Weekly: Accounts paid weekly are due on each Monday. Please note: Bi-Weekly and Weekly accounts are billed for the 5th week on months that include 5 weeks. Bi-Weekly payments will need to reflect the additional fee.

MONTHLY BENEFIT:

If all fees are always paid by the 5th of each month the charge is based on a four-week month.

FAMILY DISCOUNTS:

Family discounts will be given when two or more children of the same family are enrolled in the full time, 5-day program. The oldest child will receive a 10% discount. Should there be 3 or more children enrolled in the full time, 5 day program, there will be a 10% discount on all of the children.

WEATHER RELATED ABSENCE:

Please be aware that tuition and childcare fees are still due even though TCK may be closed due to mandatory evacuations.

CREDIT FOR ABSENCE:

Child Care Accounts, based on students enrolled on a 5 day schedule, that are paid Monthly, Bi-Weekly and Weekly, should your child be out for a full week (Monday thru

Friday), you will receive a quarter of a week credit towards the Child Care fee not the Montessori fee).

PAST DUE ACCOUNTS:

A 10% penalty will be added to the total balance on all accounts as follows: At 8 a.m. on the morning of the 6th day on Monthly Accounts. At 8 a.m. on the morning of the 2nd and 16th on Bi-Weekly Accounts. At 8 a.m. on Wednesdays on Weekly Accounts. Any returned check will be assessed a \$30.00 penalty. Original amount of payment plus late fees will be added to your account. Any account more than two months delinquent may be asked to make other arrangements for their child's care. Any account more than 60 days late is subject to being taken to court. You will be responsible for all owed fees, late fees and court fees.

VACATION CREDIT:

No credit on tuition is given for scheduled school holidays or vacation periods. A one-week vacation is allowed after one year of full attendance on students enrolled in any 5 day, full time program. The credit will be toward Child Care fees only. There will be only one vacation week per fiscal year. Unused vacation time is not carried over to the next year.

MAKE-UP DAYS FOR ABSENCES:

We are licensed to handle a certain number of children per day, distributed between the various classrooms in specific numbers. Therefore, we cannot grant opportunities to make up days lost as a result of absences in the Montessori classrooms whether due from an illness or a holiday.

Childcare rooms also have a limited capacity. Your child's enrollment in childcare assures you of this place. Therefore, you are responsible for these even during an absence. Because a lengthy illness can be a significant financial burden, we will help on a case-by-case basis.

If your child is absent 2 weeks or more, without notice or payment, other than scheduled vacation time, he will be considered withdrawn. You are still responsible for those 2 weeks. To reenter the child, it will be necessary to repeat the registration process, including the \$50.00 registration fee, on a space availability basis.

REQUEST OF PARENTS:

Should your child be absent for any reason, please call TCK and let us know what is happening. Our staff, as well as our students are concerned when one of our students is absent. If we have not heard from you, you will be contacted to make sure all is well. This is very important if your child is one of our "Big Kids". Please call their school also so they can let the teacher on "Bus Duty" know of their absence.

Should your child not need to be picked up at their respective school, we must be notified no later than 1 p.m. When we arrive at a school and they are not there, time is spent waiting for the school officials to fine out why. This, in turn, makes TCK late for pick up at the other schools, which upsets them. If we are not notified there will be a \$20.00 NO CALL/NO PICK UP charge. This charge will go up \$5.00 each time we are not notified.

EARLY DROP-OFF/LATE PICKUP FEE:

There will be an early drop-of fee for those students who are not enrolled in childcare and arrive before 8:30 a.m. There will be a late pickup fee charge for children not picked up at their regular dismissal time. Our morning classes are over at 11:30 a.m. Our extended program is over at 2:30 p.m. and our Kindergarten Class is over at 3:00 p.m. Our full day program is over at 6:30 p.m. Accounts for students dropped off early and/ or picked up after normal dismissal time will be billed a fee for being here at non registered hours. Early drop and late pick up are billed the same. The fee is \$1.00 per minute for the first 5minutes and \$5.00 per minute thereafter.

The Country Kingdom is licensed to operate 12 hours a day from 6:30 a.m. to 6:30 p.m. Should your child still be here at 6:41 p.m., and TCK has not been called to be told that you are running late, Child Protective Services will be called. We ask parents to plan this in their schedule. Parents who repeatedly arrive late will be asked to locate a facility with a night care that can better meet their needs.

ENROLLMENT - WITHDRAWAL:

The Registration Form is a contract between the family and the school to provide age appropriate education and/or childcare for each child. There are specific child/staff ratios that must be maintained. The Country Kingdom meets these standards at all times. Therefore, to keep tuition as low as possible, we maintain full enrollment. To withdraw a child we require a two weeks written notice in the childcare environment and a month notice in the Montessori class. You will be billed for the month or the two weeks for early withdrawal.

XV. PARKING/PARKING LOT:

Please note that the two drive thru areas outside of the front door ARE NOT PARKING AREAS. Please, for the safety of our children and their families, PARK IN THE PARKING LOT when dropping off your child(ren) and when picking them up. The ONLY times this area is to be used by vehicles are: >>TCK vans/bus use this area while preparing to go to and upon returning from a field trip. TCK vehicles will also use this area on a rainy day before or after a school "Bus Run". If you are picking your child up at 11:30 a.m., at 2:30 p.m., or at 3:00 p.m., please park in the parking lot and come into the building. Parents Please!!!, vehicle engines MUST be turned off while you are dropping off or your children and gathering their belongings.

Updates for TCK Parent Handbook:

Please know that any time it is necessary to make a policy change, it is to ensure that each child continues to receive the highest quality learning and care available.

Hotline Phone Numbers and Web Sites Pertaining to Child Care:

Child Abuse Hotline:

800-252-5400; Protective Regulatory Service: web site: www.tdprs.state.tx.us; Childcare Information Line: 1-800-862-5252; Childcare Licensing Office: 713-940-3009

Transportation Information:

TCK transports to and from the following elementary schools: Bauerschlag, Ferguson, Gilmore, Goforth, Hall, Hyde, League City, Ross, and St. Mary's.

Field Trip Information:

Scheduled field trips will be posted on the entry board at least 48 hours before the planned trip. Transportation will be by school bus or van.

Water Play:

Water play will consist of sprinkler type items. Water play will only be on the grounds of The Country Kingdom. There will be NO away water activities planned.

Please note:

This handbook may be revised at any time to ensure the health, safety and policy procedures of all children in the facility. TOP