

St. Luke's Episcopal School Parent Handbook

Welcome to St. Luke's Episcopal School. This handbook contains basic information regarding the School's educational philosophies and policies. Please read it carefully and completely. Our goal is to make your child's year at the School not only an enjoyable one, but also a rewarding and beneficial one.

When you have read the Handbook, please sign the signature page at the end of the Handbook and return to the School office verifying that you have read and understand each item. It will be kept in your child's file along with other required information.

If you have any questions or concerns, please telephone the School at 903.881.8733 or come by the School's Office and talk with either the Head of School or the Assistant Director.

Mission Statement

The mission of St. Luke's Episcopal School is to nurture spiritual, academic, social, emotional and physical growth in all children. This will be accomplished through friendly, happy, fun and developmentally appropriate experiences that prepare all children for success in a safe and loving environment.

Governance of the School

Not only is the School required to be licensed by the Texas Department of State Health Services, but it is also governed by:

Texas Episcopal Diocese School Commission
Southwestern Association of Episcopal Schools Standards of Accreditation
The School's Board of Trustees and
The Bishop's Committee of St. Luke's Episcopal Church.

2017-2018 Board of Trustees

John Carr	Marius Prinsloo
Charles York, Chair	Ann Sheet
Pam Fisher	Kathy Mouser
Alice Zillmer	Ann Harkins

Administration

Candi Turner	April Butler
Head of School	Assistant Director

Definitions

Unless context indicates otherwise, the following terms shall have the meanings set forth:

“The School” or “School” shall mean St. Luke’s Episcopal School and the Administration thereof and

“Parent” shall mean the parent or parents or legal guardian, or other person having legal custody (as set forth in a certified copy of a legal document).

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History of the School

St. Luke’s Episcopal School is a part of a network of 59 area Episcopal schools, including All Saints of Tyler.

The School began in 1998 with Discovery Days Academy, a parent’s day out program. With the generous gift by a church member, the school building was built and dedicated on August 27, 2000. Furnishings were provided through the generous donations of the church congregation, and a five-day-a-week pre-school was opened on September 1, 2000.

As the pre-school grew, it was incorporated as a non-profit organization in 2001. And in 2005, the School’s hours were expanded to regular school hours with after-school extended care.

Accreditation by the Southern Association of Episcopal Schools (SAES) was acquired \ in 2006.

Philosophy of Education

The School uses primarily the FunShine Express Early Learning Curriculum and utilizes Frog Street Press as well. The school seeks to educate the whole child, providing opportunities for students to be intellectually stimulated, physically challenged, spiritually enlightened and socially cultivated. The School accomplishes this by:

- Providing age-appropriate learning experiences under the guidance of qualified teachers
- Fostering social and emotional development with a well-trained nurturing staff
- Emphasizing physical and intellectual development based on the latest educational practices and neurological research
- Instilling Christian values through the general instructional methods and a chapel program and
- Offering an inclusive environment which enables students to thrive in our diverse world

Registration Policies

The School admits students of any race, religion, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the School. The School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, financial aid, or other school administered programs.

In addition to the application for enrollment form, the following completed documents are required to be in your student's file:

Health form

Current immunization records showing dates and kinds of immunizations received and validated by a physician or health clinic

Admissions forms

Parent Handbook signature page

Discipline form

Parent Contract

Photo Release form

Pickup Release form

Documentation from your child's physician setting forth any allergies or special diet prescribed (including a gluten-free diet) AND

For the safety of your child and the staff, a certified copy of any legal document setting forth custody and possession issues pertaining to your child (for the safety of your child and the staff).

Attendance Policy

Experience has taught us that children are more comfortable when they attend school regularly and are on time. Although an option of registration you have chosen may begin earlier, morning organized curriculum will begin at 8:30 daily. Therefore, please have your child in their room **no later than 8:15 am. The doors will be locked at 8:20.**

Unless your child has a Dr.'s appointment, or it has been approved by administration, your child will not be allowed to come to school that day if they arrive after 8:20am. Children do not understand time, but they do comprehend routines. This affects **all the children in the classroom if you come in late and disrupt the class.**

Your child being on time will show respect for the children by not disrupting their time in class and also for the teacher who has spent time preparing lesson plans and class schedules.

Please contact the school by phone or email if your child will be absent.

Drop-off and Pick-up policies

When dropping off or picking up your child, you may use the lane closest to the building or park in the parking lot at the north end of the building/church. **AT NO TIME CAN YOU PARK IN THE OUTSIDE LANE.** The outside lane needs to remain open for other cars to pass thru and it is a fire lane which must remain open at all times. Please do not block the driveway to the entrance beside the school that is for staff parking. All children are to be taken to the assigned room upon arrival. We do not accept responsibility for a child whose guardian does not follow proper procedure. Always make sure our staff is aware of your child's arrival. It is also the guardian's responsibility to clock the child in and out on a daily basis.

If your child is to leave with someone other than those listed on your Pick up Release Form, you must call or give written notice to the administration. As a reminder the school number is 881-8733 and the fax number is 881-8727. Only persons listed on the enrollment form or with written permission will be allowed to pick up your child, and will be required to show photo identification before the child will be released. Please advise those on your enrollment form, or for whom you have given permission to pick up your child, of this policy so that there will be no delay in your child being able to leave.

St. Luke's has no legal authority to refuse either biological parent the right to pick up their child, **except for the following exceptions:**

* If a court has granted temporary or permanent custody to one parent or a third party, and St. Luke's has been given a copy of the order bearing the court's signature

* If the staff member feels the parent will be putting the child at risk due to drugs/alcohol or no car seat

Days of Operation and Hours

St. Luke's Episcopal School will be open for business/school 5 days a week, Monday-Friday, twelve months a year with the exception of the days listed below. In addition the school will be open from 7:15am-6:00pm.

* 2 days in August for training to be announced closer to date

* Labor Day

* 3 days for Thanksgiving updated yearly with specific days listed on calendar

At the beginning of the school year

* December 24 and 25 in addition to some additional days that are determined

At the beginning of the school year

* December 31st and January 1st

* MLK day

* Spring Break—determined when LISD calendar comes out

* Good Friday

* Memorial day

* July 4th

The school will follow weather closings in accordance with LISD.

Registration, Tuition and Other Fees

The school is committed to a balanced budget and sound financial practices that include the timely receipt of moneys generated from tuition and student fees. Any questions or concerns related to your account should be directed to the Assistant Director which is April Butler.

Registration, book and supply fees for all programs are due in full at the time of registration and are non-refundable and non-transferable.

Tuition is due on the 1st of each month. If a payment plan is required please talk with the office manager about doing so. We now have limited spots available in which we can accept CCS. With CCS the parent/guardian will be responsible for the amount that CCS does not cover. If tuition is not paid in full by the 5th day of the month, a late fee of \$20 will be applied to your account and due in full with the past-due tuition. If amount(s) due for that month are not paid by the 15th of that month, your child will not be able to return to school until your account has been paid in full.

Tuition is due as stated above, regardless of absences or holidays.

If pre-approved by the Administration of the School, a student may attend the school on a day for which the child is not registered: **and a \$40 per day charge** will be applied to your account and shall be paid at the time your child is dropped off that day. The pre-approval is required to be certain there is an opening in that class on that particular day. If your child is absent you do not have the option of sending them another day to make up that day missed.

If your check is returned by the bank for any reason, a fee of \$35 shall be applied to your account and shall be due and payable prior to the 1st day of the month following the return.

If your child is not picked up by the end of the program for which they are enrolled, a \$15 late fee will be applied in addition to \$5 per minute per child past their pick up time. Payment is due at the time your child is picked up that day, but no later than the time your child is dropped off the next day.

All payments shall be paid by money or check. We prefer not to accept cash and do not keep cash on hand to give change out.

Financial aid is provided by the gifts of individuals and will be used only for short-term assistance. The Head of School and two members from the Board of Trustees make decisions regarding the approval of financial aid. Please contact the Head of School or Assistant Director for what information and documentation you will need to provide to apply for financial assistance.

After School / Extended Care– Program Policies

The After School / Extended Care Program (programs) is provided for children Kindergarten—3rd grade. If your child attends Lindale ISD, your child can ride the bus from Lindale ISD; and the bus usually arrives by 3:15 pm.

An afternoon snack will be provided by the School and is included in the fees paid. Parents must call the school if their child will not be on the bus or not attending afterschool that day.

Programs outside the Classroom

In addition to classroom activities, students will enjoy programs outside the classroom.

Chapel is held each week for all students and is led by the School Chaplain. It is an opportunity for the children to learn reverence, experience praying, begin developing a sense of spirituality, hear the Bible read, and sing hymns. Chapel lessons are based on the teachings of Jesus Christ and taught at an age appropriate level, and the program is designed to help form a basic understanding of the Christian faith. The Chapel experience is a team effort with the students and staff actively participating in the service.

Education labs are held the five days of the week, with the students visiting the learning lab to study either Godly Play, gross motor skills, science, Spanish or sensory.

Godly Play is based upon the recognition that children have an innate sense of the presence of God. All they lack is the appropriate language to help them identify and express it so it can be explored and strengthened. The Godly Play approach teaches classical Christian language in a way that enhances the child's authentic experience of God so it can contribute to the creative life of the child and the world. Additional information regarding Godly Play can be found at www.godlyplay.org.

Gross Motor Skills are important for major body movement such as walking, maintaining balance, coordination, jumping and reaching. Gross motor abilities share connections with other physical functions. Working on gross motor skills will assist the student in the classroom in writing, sitting up in an alert position and in sitting erect to watch classroom activities.

Science Lab's purpose is to develop skills of observation, classification and communication. Examples of science activities are color mixing, gardening, cooking and comparing similarities and differences in objects.

Spanish Lab's purpose is to teach Spanish using stories, songs, and games. One of the resources utilized is "Spanish Champs." Young children find it easy to learn languages, it's what they do naturally and their brains are wired to do so.

Sensory Skills are simply the 5 senses of our body which allow us to see, hear, touch, taste and smell. Specific activities are chosen to encourage your child in the use of the senses.

In accordance with state standards, the use of each tv/dvd in the classroom is limited. These will only be utilized for special events such as Polar Express Day and Dr. Seuss Week. At times we will utilize a video pertaining to a theme we are working on. Also, the tv will be on for children during the combined morning time and the last 30 minutes of the day when the classes are combined.

We have 2 planned recess times for 30 minutes each day for every class, weather permitting. There is planned activities and free time during recess.

Field Trips are experienced within the School or the property around the Church and School. The school is not currently insured, nor do we have means of transportation, to take children to field trips off of the property. Therefore, at several times throughout the school year, a special presentation is brought by a visitor to school which includes such things as the Creature Teacher, Dental Assistant, Police Officer and Firemen/Fire Trucks.

Dress Code

The School emphasizes movement in learning and play. Therefore, please dress your child in **PLAY** clothes and those which can be dirtied or stained. Painting smocks are provided for the child when painting, but the paint often times ends up somewhere on the child. Washable paint is used.

If your child wears a dress, **shorts must be worn underneath the dress.**

Tennis shoes or other enclosed secure shoes are required for school. **Flip flops and boots are not allowed.** If your child wears sandals please make sure the straps will stay fastened. I would recommend putting an extra pair of shoes in your child's backpack. If your child has on inappropriate shoes that they can't keep on, we will call you to bring an appropriate pair to school.

School shirts are required to be purchased at the beginning of the school year. School shirts will be required on Chapel day and on days when special guests will be present (such as Creature Teacher and the Fire Department). Advance notice will be given of the special days on which School shirts are to be worn.

Parent Participation

The participation of parents, grandparents, and others who are special in your child's life will particularly enrich your child's life but also that of the School. Therefore, the School welcomes and encourages participation through:

- Providing time and talents
- Providing treats for special occasions
- Attending chapel services
- Attending special programs
- Volunteering with repairs or projects at the school and
- Assisting the student with possible fundraisers

Parents and grandparents are encouraged to visit the school any time. We maintain an open door policy. However, for security reasons, you must check in at the front desk to make someone aware you are here.

Safeguarding God's Children

To ensure all of its churches and schools are safe places for God's children, the Diocese of Texas requires all employees (full or part-time) and all volunteers who work with children to complete training in **Safeguarding God's Children**. If you would like to volunteer within the School or at School activities, please request information regarding the three-hour training held at St. Luke's Episcopal School.

Disciplinary Policies

The School believes in using positive reinforcement whenever possible. The administration, staff, students and parents expect safety, security, fun and trust where the student can grow emotionally as well as intellectually. Using praise and encouragement of good behavior is promoted instead of focusing solely on the unacceptable behavior.

If necessary, students will be corrected in a way appropriate to the student's level of understanding and directed toward teaching acceptable behavior of self-control. The guidelines of the Texas Protective and Regulatory Services

will be followed and can be found at:

http://www.dfps/state.tx.us/Documents/Child_Care/Forms/discipline_guidance_policy.pdf

The School believes that the parent and teacher must work together to deal with persistent behavioral issues such as disrupting the classroom or aggression to self or others. If a child continues these behaviors, a meeting will be called with the teacher and family. If the behaviors continue then the next step will consist of a meeting with the teacher, Director and parents to look at the best options for all concerned. If the child is preventing the other children from receiving the benefits of the program, consistently hurting another child or continues to talk in an inappropriate manner, the Director has the right to dismiss the child from the program.

There is a difference between play and bullying, which is chronic, frequent behavior that has, at its core, the intention to harm and intimidate. Bullying will not be tolerated, whether it is physical, mental or verbal.

Five rules will be consistent in all classes to help with the issue of bullying:

- We treat each other with respect
- We speak up if we see others being treated unfairly
- We like it that people are all different
- We treat each other the way we want to be treated
- We like to feel safe

Biting

Minimum standards for regulating child-care facilities are developed by the Texas Department of Human Services in conjunction with the child-care licensing law. Section 746.3703 states that “people whose behavior or health appears to endanger the health, safety, or well-being of children must not be at the center.”

During the preschool years, children will occasionally bite other children for a variety of reasons. These may include teething, oral exploration, attention, language frustration, or feeling overcrowded. When a child bites repeatedly, other explanations may be indicated. Every method of prevention and redirection in the classroom will be used to attempt control of the situation. However, for the health and safety of all the children at St. Luke’s, the following policy will be followed.

When biting occurs, the parents of each child will receive a biting report outlining the incident. The report will need to be signed by the parent. The biter may be taken to the Director’s office for a short time to talk about the incident. This will allow the teacher to comfort the child that was bitten, which is our first priority at that point.

1. First/second bite: time out and the child will be talked to about not biting and that it hurts others and that we need to use our words instead of our teeth.
2. Continual biting may show that steps we have taken are not enough and therefore you may be asked to discuss this with your child’s pediatrician. We will then work with the information from them to see if those adjustments help with the biting.
3. If for some reason the child does not respond to the correction guidelines, it is the School’s Director’s responsibility to the other children to require the biting child be removed from the school. This is not an option that St. Luke’s prefers take.
4. If at any time the skin is broken due to a bite then the child may be asked to go home immediately.

** In the event of dismissal due to biting the monthly tuition will be non-refundable.

Hearing and Vision Screenings

The Texas Department of State and Health Services requires that all 4 year olds (by September 1st), all 5 year olds and students in K, 1st, 3rd, 5th and 7th grades, and all new students in a school or child care center be screened for vision and hearing every year. In addition, TDSHS requires that these facilities keep results or current hearing and vision in each child’s permanent record.

You will be informed of the results. Should a difficulty be found, your child will be tested again in 2-3 weeks. In the event the difficulty continues, your child will be referred for an evaluation by a health professional. The school will need a copy of the results of such an evaluation.

If your child's hearing and vision have been examined within the past year, he or she need not be screened at this time. If your child is in treatment at the present time for a hearing or a vision difficulty he or she need not be screened at this time for hearing or vision, whichever may apply. **In either case, the center must have results for your child on file.**

Sick and Health Policies

If your child becomes ill or is injured while at the School, you will be called immediately. If we cannot reach you, the persons listed on the forms submitted for the child will be called. Therefore, it is imperative that you keep all contact information current with cell, work and home numbers.

At the discretion of the Administration, the following guidelines shall be used to determine if your child needs to be picked up:

- Fever of 100 or above as determined by an ear thermometer
- More than one instance of loose, watery stools (unless documented by Dr. due to medication)
- One instance of vomiting
- Persistent coughing, congestion, chills, or muscle aches in any combination
- Profuse matter in one or both eyes and whites of the eye(s) pink— May need Dr. statement showing not pink eye and if so how long contagious
- Earache
- Intense itching with signs and symptoms of secondary infection
- Nits on hair shafts, and/or live head lice
- Open, draining lesions
- Pain or swelling at the edge of the jaw
- Scaly patches which might indicate ringworm
- Signs of jaundice
- Undetermined rash which may require note from Dr. stating it is not contagious
- Any other unusual condition such as paleness and tiredness that concerns the teacher and/or Administration

If your child has had any of the above, or any other condition, for which you or another caregiver sought physician consultation, **your child must be symptom free for at least 24 hours of such conditions before child returns to school.**

According to the minimum standards of the Texas Department of State Health Services, the School will not allow a child to remain at the School or admit an ill child if the illness prevents the child from participating comfortably in School activities including outdoor play.

Medications

The School must receive a medical release form signed by the parent before giving medication.

When sending non-prescription medication, it must be in the original container and include a written requested dosage and time to be given.

When prescription medication is given, it must be in the original container, labeled with the child's name, date, directions, and physician's name.

Medications will, at all times, be kept under the control of and administered by the Administration.

Potty-Training Policies

The School recognizes that each child develops individually. **Although potty training is not a part of our preschool curriculum, your child's teacher will support the efforts of the parent.**

If your child has been at school for two weeks with no accidents, the child can then wear underwear. Pull-ups need to be used in the interim to assist with the transition process from diapers, and this also helps with the clean up. Once your child starts the potty training stage they will need to wear pull ups or protective underwear over their regular underwear.

Your child must be potty-trained to attend the 3 year old class.

Part of the potty training requirements is that you educate and work with your child on good wiping techniques. The teacher will assist with needs as they arise, but the child needs to initially work on wiping. Please make sure your child is dressed so that it is easy for them to go to the bathroom. Overalls and items with lots of snaps can be very frustrating for a child when they are still working on potty training.

Your child must have a change of clothes in the case of accidents. If your child has an accident and there is not a change of clothes the parent will be called to bring a change of clothes immediately. If this is a pattern that continues you will be required to pick your child up if there is not a change of clothes. Unfortunately the school does not have a surplus of clothes or underwear in the case of accidents. With the exception of afterschool age children, all children are required to have a change of clothes

Rest Time

Each child is required to have a rest period with mats and blankets furnished by the parents. Large pillows and blankets will not fit in a small cubby. Please send mats and blankets that can be folded to fit into a compact area. The bedding must be taken home each Friday, washed and brought back clean on the next day your child attends School.

Your child is not required to sleep during the rest period but will be asked to remain on their mat area and quiet so they do not wake up the children that are sleeping. If they are unable to sleep, a book or other quiet activity will be given to them during the rest time. **Please label all nap items!!**

Toys at School

Except on "show and tell day", toys from home **ARE NOT ALLOWED AT SCHOOL.**

The school will not be responsible for any lost or broken items that may be brought from home. Electronic devices, such as iPads, iPods, phones, etc are not allowed.

Meals and Snacks

The parent is responsible for providing the morning snack and lunch. The school will provide the afternoon snack. If you do not want your child to have the snack provided by the school you will be responsible for sending an afternoon snack. A calendar is given out at the beginning of each month to let you know what each snack has been planned for that day.

We **are not** equipped to refrigerate the student's lunch or snacks. If needed, please put an icepack in the lunch to keep your child's lunch/snack at the proper temperature. Each room has a microwave so that the necessary lunches can be heated up.

The Texas Department of State Health Services recommends that a healthy, nutritious lunch be sent with the student. Because of excessive sugar in the diet, it is recommended that you minimize the amount of sugar-based foods.

The School **is not a peanut free school.** However, we do take every precaution to ensure the safety of all our children, especially those with allergies. Parents will be notified if there is an allergy in your child's class.

If your child is coming to school at the early drop off morning time you may send breakfast with them. **Any child that comes to school with breakfast after 8:00 am will be saved until the morning snack time.**

Safety Policies

Endeavoring to keep your child safe at all times while at School:

- The Administration and Staff are educated on safety procedures
- The Administration and Staff are up-to-date on CPR and First Aid training
- In accordance with the State Fire Marshall, a fire evacuation plan and alternate plan is drawn and posted in all classrooms and throughout the school
- Monthly fire drills are held
- The fire alarm system, emergency power pack light and fire extinguishers are checked monthly for proper function and all staff members are instructed on their operation
- In the event of fire, the building will be immediately evacuated, and the Administration double-checks to make sure the building is empty
- In the event of any emergency necessitating all students to be removed from their class, the Administration will make sure the building is empty
- In the event of any emergency necessitating all students to be removed from their class, the Administration will make all necessary telephone calls and all other Staff will remain with the children and see them safely to the designated emergency shelter
- In the event of a tornado warning, the Staff shall evacuate the students to class closets or adult bathrooms and make certain they are seated with their heads to the wall and that they “hold” position until an “all clear” condition is present.

In the event of fire, the building will be immediately evacuated, and the Administration will double check the school to make sure all children are out

In the event of any emergency necessitating all students to be removed from their class, the Administration will make the necessary phone calls and all other staff will remain with the children and see them to the designated emergency shelter

1st place of evacuation will be next door at the Catholic Church. If evacuation is required to be farther from the building we will go down the street on 849 to Bright Beginnings Preschool.

In the event Lindale ISD announces the closing or delayed start of their schools due to snow, sleet, flooding, etc., St. Luke’s School will do so also. Please watch KLTV for such announcements.

In the event of a lockdown of any school within the Lindale ISD, the School will also lockdown and adhere to appropriate procedures.

In the event Lindale ISD does not make such announcements and the Administration of the School makes a “judgment call” that the School should close early, have a delayed start of School, or lock down, the information will be sent to the parent/guardian by telephone or our text 101 option.

If you believe conditions are such that it would be in the best interest of your child to be picked up, please telephone the School office.

Safety of the students and our Staff is the School’s number one priority. Under emergency situations we ask that you not call the school to check in and see what is going on. Our number one priority will be attending to the children and therefore we may not be able to answer the phone. Updates would be given as soon as possible by text 101.

Procedures for Handling Medical Emergencies

In the event of a medical emergency or accident, the center will contact the parents and the doctor of the child. If it is impossible to reach either and should emergency treatment be required, the child will be taken to the hospital designated by the parents on our admission form. The authorization and consent form for emergency medical treatment of a minor is included with our admissions paperwork.

Withdrawal, Termination/Dismissal from the School

It is at the discretion of the School's Administration to terminate enrollment of a student for failure to adhere to the policies set forth herein.

If you wish to terminate your child's enrollment at the School, you must do so by giving a two-week written notice. All fees must be paid for in full unless the required notice is received.

The School reserves the right to dismiss a student for reasons of repeated absences, non-cooperation or delinquency of payment of fees.

Communication Policies

Communication between a parent/guardian and the School is vitally important. Misinformation can be extremely harmful to the School and its mission and ultimately can negatively affect the parent, student and School.

For concerns regarding the activities within the classroom or progress reports sent home periodically throughout the year, the parent should request a conference with the teacher. Conferences can be scheduled anytime throughout the school year. Because the teacher's first priority is the safety of all the students in their class, your child's teacher cannot hold impromptu conferences during times they are with students. If the concerns are not resolved with the teacher, please schedule a conference with the Director.

For concerns regarding School activities, fundraisers, tuition and other fees, please talk with the Assistant Director which is April Butler. If you wish a private conference, that conference will need to be scheduled with the April Butler. If your concerns cannot be resolved with the Assistant Director, please feel free to schedule a meeting with the Director.

School's Website/Parental Notifications

The School's website is <http://www.stlukesschool.org>. We also have a student web that is accessed only by our parents to provide our families with important information that pertains to your child's class or the school. You will be given a user id/password when you register your child.

Parents will be notified about monthly events on the monthly calendar that is sent home. In addition, each teacher will send home a monthly calendar of events that pertain specifically to their class.

Parents will receive messages through our email system or by Remind 101. There are two signups for receiving reminder texts, one for the school and the other for your child's class. It is the family's responsibility to sign up for these forms of communication and to update the school with any email change or change in phone number.

Gang-Free Zone Policy

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. St. Luke's Episcopal School is regarded as a Gang Free Zone. A gang free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under the Texas law. The gang free zone is within 1000 of St. Luke's Episcopal School.

Parent Concerns with Policies and Procedures

Many of our policies are mandated by the State of Texas Minimum Standards. If you have any questions or concerns about any of our policies, please feel free to speak with the Director. If you would like to review a copy of the Minimum Standards, a copy is available in the center office or via internet at:

[Www.dfps.state.tx.us/Child Care/About Child Care Licensing](http://www.dfps.state.tx.us/Child%20Care/About%20Child%20Care%20Licensing)

A copy of the most recent License inspection report is located on the bulletin board by the center's office.

Reporting of Child Abuse

The law is very clear in the case of reporting child abuse. The law requires that anyone having cause to believe that a child's safety or welfare may be threatened due to abuse or neglect must report the case "immediately" to any state or local law enforcement agency or to the Texas Department of Family and Protective Services. TDFPS has a 24 hour toll free Child Abuse Hotline number, 1-800-252-5400.

Cell Phone Policy While on the Property

Cell phones are not to be used while in the drive through. If you need to take a call, please pull to the parking lot so that you do not hold up anyone in the drive through.

Phones are not to be used while in the building and picking up or dropping your child off. We are asking that you not be on your phone for several reasons: (1) Staff/teacher may need to discuss something with you about your child or an upcoming event, (2) Administration may need to discuss something with you, (3) It slows down the process of checking in and out and holds up the drive through, but the most important reason is (4) You have not seen your child for a bit and they are excited to see you and tell you things from their day. We are implementing this policy as a courtesy to our staff, other parents, and your children.