



**PARENT/STUDENT HANDBOOK**  
**2024/2025**

**St. Luke's Episcopal School**

**16292 FM 849**

**Lindale, TX 75771**

**903-881-8733**

**903-881-8727(fax)**

**<http://www.stlukesschool.org>**

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 call 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**

St. Luke's Episcopal School is licensed by the Texas Department of State Health Services, and is also governed by:

Board of Trustees, which serve a term of three years. St. Luke's Episcopal Church is the parent organization of St. Luke's Episcopal School. The Parish is governed by the Vestry.

Texas Episcopal Diocese School Commission

The Bishop's Committee of St. Luke's Episcopal Church.

## **2024-2025 Board of Trustees**

Alice Zillmer, President  
Elizabeth Landers  
Suzanne Thomas

Ann Harkins  
Pam Fisher

## **Administration**

April Butler  
Head of School

Ashley Chambers  
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).

## **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.

We are accredited with The Southwestern Association of Episcopal Schools.

## Philosophy of Education

St. Luke’s uses primarily Frog Street Press Early Learning Curriculum and Wee Learn (for our faith based curriculum). With Frog Street Early Learning Curriculum children learn by doing; they are interested in hands-on materials and should be offered opportunities to make meaningful choices. Frog Street Press offers a wide variety of ideas to build early literacy, math, science, social skills, and more. Frog Street Press helps to address each child socially, physically, emotionally, and cognitively. Frog Street Press curricula stimulate thinking, reasoning, decision-making, and problem-solving. Lesson plans are flexible: teachers can pick and choose from activities to meet the individual needs of the children in their classroom.

The school has a four-star rating with Texas Rising Star. 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
- Texas Rising Star program is “a voluntary, quality-based childcare rating system of childcare providers participating in the Texas Workforce Commission’s subsidized childcare program.” TRS Certification is available to Licensed Center who meet the certification criteria. The TRS Provider certification system offers three levels of certification (Two-Star, Three-Star, and Four-Star) to encourage providers to attain progressively higher certification requirements leading to a Four-Star level.
  - With a TRS provider certification, we offer quality care that exceeds the State’s Minimum Child Care Licensing Standards for director and staff qualifications, caregiver-child interactions, age-appropriate curricula and activities, nutrition and indoor/outdoor activities, and parent involvement and education, are in a better position to contribute to the early development of children. As providers progress through the levels of TRS provider certification, they contribute progressively more to the development of the children they serve on a daily basis.
- 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

## Admission and Registration Policies

St. Luke's Episcopal 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. It 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.

St. Luke's Episcopal School reserves the right to dismiss, after consultation with all parties concerned, any student or parent whose conduct is in disharmony with the principles of the school.

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

Family Orientation

Admissions forms

Child Assessment form

Enrollment Form for child Care

Food Allergy Emergency Care Plan

Discipline form

Photo/Video/Website Release form

Sunscreen Policy

Receipt and Acknowledgment of Parent/Student Handbook

Biting Policy

Lice Policy

Drop Off and Pick Up Policy

Abuse and Neglect Policy

St. Luke's Parent Contract

Disclaimer from St. Luke's

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

Well Check from your child's physician or health clinic stating that your child is able to attend

Hearing and vision screening for children who are 4 years old before (September 1<sup>st</sup>)

Parent Satisfaction Survey

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).

Si necesita ayuda, llame al director de la escuela.

## 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 8:30am daily.

Children must be in their classroom **no later than 8:20am. The doors will be locked at 8:25am.** Children who are late will not be allowed to attend that day if they arrive after 8:25am. Tuition will not be refunded. Children do not understand time, but they do comprehend routines.

Tardiness disrupts and affects **the children and teachers in the classroom.**

We understand that occasionally things happen and you may be late. Call the school at 903-881-8733 as soon as

possible to let us know. This should not be a daily, weekly, or a monthly occurrence. **Excessive tardiness could result in termination of care.**

Notify someone at the front desk if your child will be late due to a doctor or dentist appointment. A note from the physician is required for the child's student file upon return.

Your child being on time will show respect to other children by not disrupting their time in class and also for the teacher who has spent time preparing lesson plans and class schedules. This is a preschool and we are preparing them for their future educational endeavors.

Contact the school by phone if your child will be absent.

## **Drop-off and Pick-up Policy**

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 through 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.

Cell phones are not to be used while in the drive through lanes. If you need to take a call, please pull to the parking lot. This is for the safety of the children.

Children are to be taken to class 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.

An early drop off and late pick up non-refundable fee will be charged per occurrence for children who are dropped off or picked up 10 minutes before or after their regular schedule time.

If your child is to leave with someone other than those listed on your admission forms, you must call or give written notice to the administration. As a reminder the school number is 903-881-8733 and the fax number is 903- 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.

- \* 2-3 days in August for staff training/in-service 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

- \* New Year's Day

- \* MLK Day

- \* Spring Break—follow LISD calendar
- \* Good Friday
- \* Memorial Day
- \* 2-3 days in June for staff training/in-service to be announced closer to date
- \* Juneteenth—when on Saturday/closed Friday, Sunday/closed Monday
- \* July 4<sup>th</sup>—when on Saturday/closed Friday, Sunday/closed Monday

The school will follow weather closings in accordance with LISD for inclement weather.

## **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. The school reserves the right to increase tuition at reenrollment times. Any questions or concerns related to your account should be directed to the Assistant Director.

**Refund Policy:** Registration, curriculum 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 Assistant Director. 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, holidays, or inclement weather.**

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.

An early drop off fee will be charged for children who are dropped off 10 minutes or more before their regular schedule time.

**If your child is not picked up by the end of the program for which they are enrolled, a \$20 late fee will be applied in addition to \$5 per minute per child past their pick-up time.** Late fees will be added to your Smartcare bill and are due on the 1<sup>st</sup> of each month.

All payments shall be paid through the Smartcare App. We prefer not to accept cash and do not keep cash on hand.

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 information and documentation you will need to provide to apply for financial assistance.

## **After School / Extended Care— Program**

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 3:25 pm.

An afternoon snack will be provided by the School and is included in tuition.

Parents must call the school if their child will not be on the bus or not attending after school that day.

### **Programs outside the Classroom**

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

**Chapel** is held weekly during our fall and spring semesters for students in our Toddler 3-K5 classes and is led by the HOS. It is an opportunity for the children to learn reverence, experience praying, begin developing a sense of spirituality, hear the Bible read, and sing songs. 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 weekly during our fall and spring semesters, 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](http://www.godlyplay.org).

**Gross Motor/Physical Activity 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 Center** 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.

**Screen Time** in accordance with state standards, the use of each TV/DVD/iPad in the classroom is limited to one hour collectively throughout the day. Movies/Videos are viewed on special event days such as Polar Express Day, Grinch 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 the last few minutes of the day, not to exceed 45 minutes when the classes are combined.

**Outside/Physical Activity:** We have 2 scheduled outside/physical activity times for 30 minutes each day for every class, weather permitting. There are planned activities as well as free time during the outside 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.

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.

Children will need a set of seasonally appropriate set of clothes, undies, socks, and shoes to keep at school. Accident do occasionally happen.

School shirts are offered for purchase at the beginning of the school year. School shirts are encouraged to be worn on Chapel day and on days when special guests are 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
- 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 Policy**

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](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. St. Luke's, with a parent's permission collaborates with Champion for Children and Texas Workforce Commission to mentor and guide, teachers, children, and parents who have children with persistent behavioral issues.



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.

Persistent behavioral issues will not be tolerated, whether it is physical, mental, or verbal.

**Five rules will be consistent in all classes to help with behavior issues:**

- 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

## Accommodations Policy

St. Luke's will provide a designated space for intervention sessions or therapies during the day while in care.

Teacher and Director will participate in all comprehensive care meetings if needed and complete supporting documentation from authorized medical professionals for any accommodations related to the child's physical or developmental needs.

Resources will be provided to parent's/children in their primary language.

St. Luke's works with Champions for Children, Lindale ISD, and The Texas Workforce Commission to provide resources for families who may need special accommodations.

## Biting Policy

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.
4. This is not an option that St. Luke's prefers take.
5. 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) and all 5-year-old students in a school or childcare center be screened for vision and hearing every year by their doctor or a licensed healthcare professional. In addition, TDSHS requires that these facilities keep results of current hearing and vision in each child's permanent record.

If your child's hearing and vision have been examined within the past year, he or she need not be screened at enrollment. 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 enrollment 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.**

**During times of rising illnesses within St. Luke's, or in the community St. Luke's may choose to implement student drop off and pick up at the front door, temperature checks, and mask requirements for parents, guardians, and staff. Parents or guardians will be notified of this by email or text message.**

Parents or guardians should monitor the health of their child and not send them to school if they are displaying any symptom of COVID or any other communicable disease. Parents or guardians should seek testing of COVID or any other communicable disease promptly and report results to the school given the implications for other children, families, and staff.

## **Health Protocol**

- Screen your child for the following before attending school:
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - Loss of taste or smell
  - Diarrhea
  - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees
  - Known close contact with a person who has been confirmed to have COVID-19
- Wash or disinfect hands upon entering the school, leaving the school, and after any interaction with employees, other families, or items in the school.
- Think carefully about how you prepare your child's lunch or drinks for the day. Consider disinfecting reusable items every evening and before leaving for the day.
- Do not send toys to school.

St. Luke's takes preventative steps to reduce the spread of COVID, MRSA, Influenza, Streptococcal Pharyngitis (strep throat), RSV, Hand Foot & Mouth and other illnesses. A commercial sanitization company is called as needed to sanitize the school. This is in addition to our daily cleaning, disinfecting and sanitation.

Even with preventative steps in place there is no guarantee that a child will not be exposed to or become ill with but not limited to COVID-19, MRSA, influenza, streptococcal pharyngitis (Strep throat), RSV, hand foot & mouth or any other illness currently discovered and any yet to be discovered. While protocols and personal discipline may reduce the risks, the risk of serious illness and death does exist. Parents and guardians knowingly and freely assume all such risks.

If a child has tested positive for COVID families will need to follow the CDC recommended steps of action. Children may not return to school until 24 hours fever free and released to come back by a doctor. A doctor's note will be required on the day of return.

**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.

When sending non-prescription medication, it must be given in the original container and include the 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.

## **Breastfeeding Policies**

St. Luke's is committed to providing a breastfeeding friendly environment for our enrolled children.

Breastfeeding mothers shall be provided a place to breastfeed or express their milk. Breastfeeding mothers shall be provided a private and sanitary place (other than a bathroom) to breastfeed their babies or express milk. This area has an electric outlet and a comfortable chair.

A refrigerator will be made available for storage of expressed breast milk. Breastfeeding mothers may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date.

Sensitivity will be shown to breastfeeding mothers and their babies. The center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive. Infant formula and solid foods will not be provided unless requested by the mother. Babies will be held closely when feeding.

The center will follow human milk storage guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention to prevent food borne illness.

Breastfeeding promotion information will be displayed. The center will provide information on breastfeeding, including the names of area resources should questions or problems arise.

## **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 fully potty-trained to attend the Three's 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 several changes of clothes in 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 a nutritious morning snack and lunch. The school will provide an 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.

St. Luke’s is not responsible for the nutritional value or for meeting the child's daily food needs.

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.

**Breakfast that a child brings in after 8:00 am will be saved for morning snack.**

### **Physical Activity Policies**

We provide students with at least 30 minutes of accumulated daily structured (intentional caregiver/adult lead movement/activities) physical activity.

- At least 60 minutes of daily outdoor unstructured physical activity (weather permitting). In extreme weather conditions outdoor physical activity will be reduced to 15–20-minute intervals.
- Toddlers are provided ample opportunities to develop gross motor movement skills
- Preschoolers are encouraged to develop competence in fundamental motor skills
- Safe indoor and outdoor areas are available for performing large-muscle activities

### **Extreme Weather Conditions**

Weather conditions are checked each morning and afternoon. The following are considered extreme weather conditions: A heat index or temperature of 95 degrees or above, or a Red or Orange Ozone Air Quality Alert, or Actual temperature or wind chill below 32 degrees.

Teachers and assistants understand the importance of physical activity and promote movement skills by providing opportunities for structured and unstructured physical activity and movement experiences.

## **Health and Nutrition Practices**

Good health and nutrition are vital in a child's overall development and well-being. In an effort, to provide the most nutritional and healthy environment in our facility, we consult with a professional at least annually regarding providing children with nutritional and health activities that support the whole child.

In addition, a licensed dental health provider visits the school each year to teach children about the importance of good dental health.

## **Safety Policies**

Endeavoring to always keep your child safe 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 school, we will go to **Grace Early Education Center, 15567 Cr 463 Wood Springs Road, or Central Baptist Church, 13745 FM 16 W.**

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 as well. Please check KLTN and KETK News or our St. Luke's Episcopal School Facebook page or St. Luke's FTP Group Facebook page, or 89.5 FM radio station 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, text or email.

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, email, or FTP Group Facebook.

We will follow all pick-up procedures even in the event of an emergency. Children will only be released to someone on the child's designated pick-up list. They may be required to show an ID.

### **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, 911 will be called and the child will be taken to the nearest hospital. 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, hurting self/others, using inappropriate language or delinquency of payment or fees.

### **Communication Policies and Conferences**

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.

St. Luke's takes great pride in keeping our parents up to date on their student's progress. Ages & Stages Questionnaires-3 observations are done twice a year. Parent-teacher conferences will be held once in the Fall and once in the Spring after observations have been made. For any questions, please feel free to contact the center Director. Si necesita ayuda, llame al director de la escuela.

**The teachers 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. Contact your child's teacher during their lab time for a conference. If the concerns are not resolved with the teacher, please schedule a conference with the Director.**

### **Parental Notifications/Facebook/Smartcare email**

Parents will be notified about monthly events on the monthly calendar that is sent home, posted on the FTP Facebook group, and emailed through Smartcare.

Our Facebook group is St Luke's FTP 2023-2024 (the date will change at the beginning of each school year. You will need to sign up for the new group at that time). The group page can only be seen by

Staff and Parent/Guardian.

St. Luke's Episcopal School is our Facebook page.

Parents will receive messages through our Smartcare email system or by text. It is the family's responsibility to sign up for these forms of communication. Be sure to update your information for address, phone number or email changes. **Account owners may change their contact information through their Smartcare App.**

These will be our MAIN forms of communication. Please be sure to check your emails and text messages often.

### **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 1000ft of St. Luke's Episcopal School.

### **Parent Rights and Concerns with Policies and Procedures**

Parents or guardians of an enrolled child may:

- \*Enter and examine the center during hours of operation without notice.
- \*File a complaint against the center with the local Childcare Licensing Office @

Texas Department of Health and Human Services  
Tina Pickens  
P.O. Box 5200  
Tyler, TX 75712  
Office: 903-553-4161  
Cell: 903-243-8547

- \*Review written records concerning their child.
- \*Request inspection reports and information about how to access the childcare center's online compliance history. A copy of the most recent License inspection report is located on the bulletin board by the center's office.
- \*Inspect video recordings of an alleged child incident of abuse or neglect involving their child provided that: video recordings of the alleged incident are available; the parent or guardian does not retain any part of the video depicting a child that is not their own; and the parent or guardian of any other child in the video receive prior notice from the center.
- \*Request a copy of the center's handbook.
- \*Review center's staff training records and curriculum.
- \*Exercise these rights without receiving retaliatory action by the center.

St. Luke's ensures compliance with all minimum standards with the exception of those standards identified for specific types of child-care programs of activities that we do not offer.

The purpose of having Minimum Standards is to protect the health, safety and wellbeing of children, if you have any questions or concerns the licensing staff can assist. You may obtain information about licensing standards or procedures by calling their toll-free number, 1-800-862-5252 or visiting their web site at [www.dfps.state.tx.us](http://www.dfps.state.tx.us). The Minimum Standards are the regulating documents that provide a framework for how childcare facilities are to



operate in the state of Texas. At any time, a parent may request from the administrative staff a copy of these standards to review.

Parent Satisfaction Survey are located on the wall by the front desk. This survey is confidential and does not require your signature. Please return the bottom portion to the drop box located on the wall in the lobby.

### **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.

### **Phone calls are not permitted while 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 for the safety of children and as a courtesy to our staff, other parents, and your children.