

# Parent Handbook 2011 – 2012



**St. James' Episcopal School**  
**1941 Webberville Rd.**  
**Austin, TX 78721**  
**512.926.4214**  
**[www.stjamesepiscopalschool.org](http://www.stjamesepiscopalschool.org)**

**JULY 2011**

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Dear Parents and Sponsors,



Welcome to St. James Episcopal School!

St. James' Episcopal School is an extraordinary place where children learn and grow everyday: cognitively, emotionally, socially, and spiritually. With a rich learning environment during the day and a lively enrichment program in the afternoon, our programs for children ages 18 months to five years instill in children a love of learning, a growing sense of achievement and self-confidence, and the values of courtesy, kindness, and respect. When children leave St. James', they are prepared to succeed. As an Episcopal School, St. James' strives to be a community in which every child is cherished and the diversity of the human family is honored.

Please read this handbook carefully. We welcome any questions you may have regarding your child's care and education while at SJES. Once your child is enrolled, it is assumed that you will comply with all policies listed herein.

We encourage parents to be involved in their child's school life. It is important that staff and parents communicate and cooperate in order to provide the best educational experience possible for your child.

Thank you for choosing St. James' Episcopal School!

Sincerely,

Ellen Jockusch  
Head of School

## OUR MISSION

It is the mission of St. James' Episcopal School to encourage the development of the whole child in a caring community for children from diverse religious, ethnic, and economic backgrounds.

## OUR PHILOSOPHY

It is the philosophy of our school to provide your child with a program in which he/she can grow and develop to his/her fullest potential.

## OUR GOALS

- To treat all students as God's children, recognizing and nurturing individual abilities in areas such as academics, social development, and leadership.
- To join with parents and guardians to provide children the best possible academic, social, and spiritual opportunities.
- To promote respect, understanding, and harmony within a school community that is ethnically, economically, and culturally diverse.
- To enable the Episcopal Church to further Christ's mission by providing spiritual and material assistance to a diverse population.
- To join with the greater Austin community and beyond to make a difference in the lives of children.

## BOARD OF TRUSTEES

St. James' Episcopal School of Austin (our official, legal name) was founded in 1996. The school was initially governed by a school committee made up of members of St. James' Episcopal Church and informal representatives of other Episcopal parishes in Austin. In 1998 the school became a corporation with its own by-laws and board of fifteen trustees. In 2007 the number of trustees was increased to twenty-one members (excluding any ex-officio members). At least fifteen trustees must be communicants in good standing of Episcopal churches within the Diocese of Texas. At least eight trustees must be enrolled communicants in good standing of the sponsor, St. James' Episcopal Church. Currently, the board also includes representatives from the following Episcopal churches in Austin; St. David's, St. Matthew's, and St. Michael's. The Board has community representatives who are associated with other denominations. The president of the Parent Advisory Council (PAC) also serves on the Board of Trustees.

The board has three principal functions: to hire the Head of School, to raise funds for the school, and to establish and monitor policy. The board operates through a system of standing committees and meets once a month.

The Head of School is charged with the day-to-day operations of the school. The Head of School hires and supervises the staff and oversees the expenditure of operating funds. For most matters of concern to parents, the Head of School is the one who makes the final decision.

## PROFESSIONAL MEMBERSHIPS

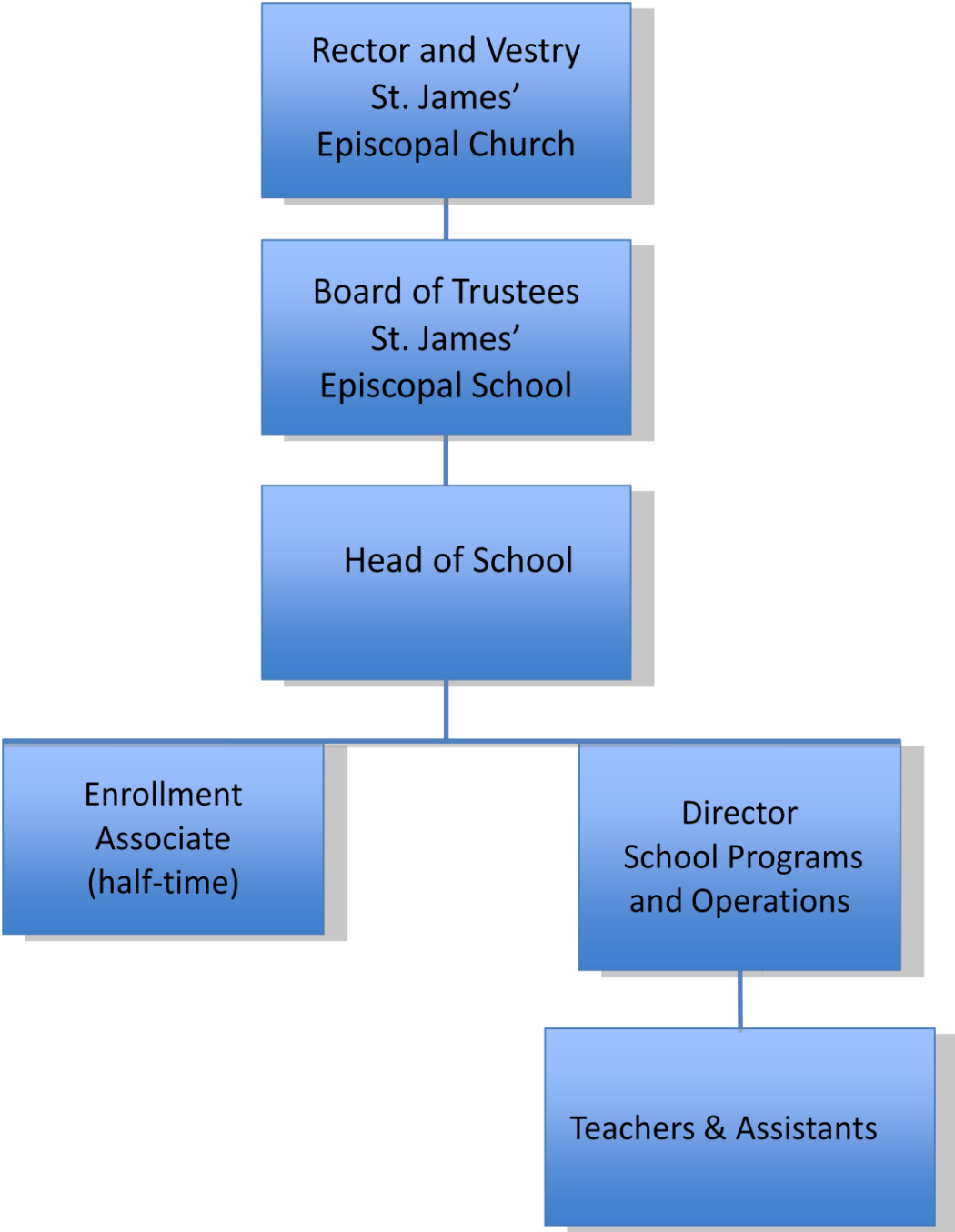
St. James' Episcopal School is a member of the Southwestern Association of Episcopal Schools (SAES) and earned a five-year accreditation in June 2008.

St. James' is also a member of the National Association of Episcopal Schools (NAES).

## COMMUNITY PARTNERSHIPS

- St. Andrew's Episcopal School
- Trinity Episcopal School
- YWCA
- United Way Capital Area Success by Six
- A Community for Education (ACE Program) Charles A. Dana Center at UT Austin
- Texas School Ready Program
- The Arts and Fitness Program for Young Children

SJES Administrative Flow Chart  
2011 – 2012



## WHY CHOOSE AN EPISCOPAL SCHOOL?

- Episcopal schools are created to be communities that honor, celebrate and worship God as the center of life. They are created to serve God in Christ in all persons, regardless of origin, background, ability, or religion.
- They welcome people from diverse religious, cultural and economic backgrounds.
- Episcopal school principles and ideals are expressed through;
  - \* School Worship
  - \* Community Life
  - \* Religious Formation and Study
  - \* Social Justice
- Their missions are built on the sure foundation of a Christian love. This guides and challenges all who attend to build lives of genuine meaning, purpose and service in the world they will inherit.

Courtesy the National Association of Episcopal Schools, 2009

## ABOUT ST. JAMES' EPISCOPAL SCHOOL

### SCHOOL PROGRAMS

We offer a variety of programs to best support your needs.

- **Active Learning:** A program for children 18 – 36 months that is based on the Active Learning Curriculum and is individualized to meet your child on his or her own developmental level.
- **Discovery:** This program supports the pre-school aged child's different styles of learning. While offering a center based format, we have taken what we feel are the strongest aspects of the Creative Curriculum and the Montessori approach, and merged it with the Texas School Readiness curriculum.
- **Montessori:** This program is designed to prepare your child for the first grade. Our curriculum incorporates the teaching philosophies of Maria Montessori, Jean Piaget, and other experts in early childhood education. Hands-on materials encourage curious minds and active bodies to explore abstract concepts with concrete experience.
- **Enrichment:** The Enrichment program is offered from 3:00 PM to 6:00 PM each day for those children enrolled in our Montessori program.
- **Summer:** Your child does not need to be actively enrolled during the school year to participate in the summer program. We offer three different sessions to choose from.
- **Extra-Curricular:** All of our children have the opportunity to participate in activities including art, music and movement, Spanish, science exploration and capoeira.

### SCHOOL DAYS OF THE WEEK, HOURS AND MONTHS OF OPERATION

We offer 2, 3 and 5 day a week options for the Discovery and Active Learning Programs. Montessori is a 5 day a week program. Our hours are 7:15 AM to 6:00 PM, Monday - Friday, 12 months per year.

If your child is participating in the Montessori Program, he/she should arrive no later than 8:00 AM. He/she should be picked up no later than 3:00 pm, unless enrolled in the Enrichment Program. This is a school year program (usually late August – early June) with an option to continue in the summer. Optional registration for our summer program will occur for Montessori children in the spring. The Discovery and Active Learning Programs are year round programs, and parents can drop off and pick up children at their discretion. However, we encourage families to establish a routine for the school day, as we find this often benefits the child. If families enrolled in these programs would like to opt-out for a portion of the summer, please inform the front office by the spring.

### CHAPEL

Weekly chapel is a part of our curriculum. The chapel services are led by Episcopal clergy, the Head of School, a faculty or staff designee. Our religious sharing is based on Christian values and teaching, with enrichment from many faith traditions our children bring. Stories from the Bible are a common topic. All religious beliefs and relationships with God will be valued and shared. Please feel free to join us for chapel. If you have an idea for a chapel topic, please see the Head of School Ellen Jockusch.

### OPEN DOOR POLICY

We have an open door policy and parents are welcome at any time.

### OUR LICENSE

We are a licensed facility with the Texas Department of Family and Protective Services. The website address is [www.dfps.state.tx.us](http://www.dfps.state.tx.us). The phone number is 512-834-3195. We are licensed for children over the age of eighteen months. All children regardless of race, creed, or color will be allowed to enroll providing there is adequate space as allowed by our license.

### RULES AND LICENSING REPORTS

The licensing rules for the State of Texas are available for parent to view at all times. Please give the SJES office a call if you would be interested in seeing them. You may also view the most recent Licensing Report for our facility by requesting this through our office.

### NON-DISCRIMINATION POLICY

St. James' Episcopal School does not discriminate on the basis of race, color, religion, national or ethnic origin in the administration of its enrollment and education policies, financial assistance programs, employment practices, and other school-administered programs.

## COMMUNICATION

We believe that communication between families and the school is an integral part of your child's positive school experience. In order to ensure that you are up-to-date and have all necessary information, we use several different methods of communication, including but not limited to: e-mail, telephone calls, letters home, Facebook, the website [www.stjamesepiscopalschool.org](http://www.stjamesepiscopalschool.org), and notices posted on the parent information board in the Purple Building and parent bulletin boards in each classroom. Additionally, during the 2011 – 2012 school year, each student will have a file in his or her classroom where communication from teachers and administrative staff will be placed. Finally, an electronic newsletter will be sent to all parents twice monthly from the service iContact highlighting events at the school and in your child's classroom.

Occasionally, you will receive communication from our Parent Advisory Council (PAC) about special events taking place at SJES and/or in your child's classroom. These emails will be sent from the address [parents@stjamesepiscopalschool.org](mailto:parents@stjamesepiscopalschool.org). Concerns about school policy may also be voiced through the Parent Advisory Council.

In order to ensure proper communication between school and home, we ask that all parents and sponsors provide us with up-to-date contact information, including phone numbers and email addresses. **We also assume that parents and sponsors check email at least once weekly.** If you need access to email, a computer is available in our literacy center (Red Building) for parent use.

The administrative staff is available via email or by phone. While you may contact the Head of School, Director, or Enrollment Associate with various questions and concerns, the following are some general guidelines regarding who to contact for specific issues:

Head of School (Ellen Jockusch): Vision and future planning; community partnerships, chapel program; relationship with St. James' Episcopal Church. The Head of School is the final authority on all school-related matters. [ellen@stjamesepiscopalschool.org](mailto:ellen@stjamesepiscopalschool.org)

Director (Tanya Baston): Tuition and billing; food program; curriculum and school programs; school operations and facility; licensing. [tanya@stjamesepiscopalschool.org](mailto:tanya@stjamesepiscopalschool.org)

Enrollment Associate (Sarah Kapostasy): Enrollment materials; point of contact for prospective families; financial aid process; parent communication; website; school options after SJES (kindergarten, 1<sup>st</sup> grade). [sarah@stjamesepiscopalschool.org](mailto:sarah@stjamesepiscopalschool.org)

We arrange our teachers' schedules so if you have questions about your child's day, there will be someone who was with your child to answer them. However, please understand that at times staff may not know the answer. We will make every effort to provide you with the information you need. If you have a question your child's teacher cannot answer, please check with someone in the front office. Please feel free to call the school at any time. While your child's teacher may be busy with the children, staff will return your call as soon as possible. If it is an emergency, please let the person answering the phone know so that the call may be returned immediately.

Please do not hesitate to ask a question or make a suggestion regarding our communication policies.

## GRIEVANCE PROCEDURE

If you have any questions, comments, or concerns please schedule an appointment with either the Head of School or Director of School Programs and Operations. You may also voice grievances with the president of the Parent Advisory Council. We will be glad to receive your feedback and attempt to reach a reasonable solution to your concern.

## FORMS

We must have all the necessary forms completed and on file before your child will be admitted. These forms are required in order to comply with state regulations. Forms include an enrollment contract, a payment contract, emergency contact form, discipline and guidance policy, health care professional statement and immunization record. In some cases a notarized custody declaration may be required. Please keep this information updated for your child's safety. A parent or legal guardian must sign all forms. All forms are required to be updated and/or reviewed yearly.

## HOLIDAYS

A holiday schedule for the current year will be available to you when you register your child in our school. Please note these holidays in advance so that other arrangements may be made if your child requires care on those days the school is closed.

## INCLEMENT WEATHER

In case of inclement weather, we follow the Austin Independent School District (AISD) schedule. Information about the closure status of AISD can be found on many local radio and TV stations. If AISD is closed, we are closed. If AISD opens two hours late, we will open two hours later than our normal opening time of 7:15 AM.

## SIGNING IN & OUT

Parents or persons authorized to drop off children are required to sign each child in upon arrival. Every child must be signed out by a parent or person authorized to pick up the child daily. Persons authorized to pick up a child must be listed on the child's emergency contact form in the office. Parents/Guardians (or designees) will sign in and out using a keypad system at the front entrance to the school. Only adults should use the keypad system. Parents are responsible for their children at all times. It is your responsibility to ensure that your child's teacher is aware that your child is present.

## CELL PHONES

We recognize our parents have many responsibilities which may require attention on a cell phone. However, we strongly encourage you to finish your conversation before entering the school. This will allow better quality time for interaction with your child and SJES staff. Drop-off and pick-up time is an important transition; if you are distracted on your cell phone, it can make the transition more difficult for your child.

## OUTDOOR PLAY

Outdoor play is very important to your child's development. Therefore, all children are required to participate in outdoor activities. Teachers are unable to provide classroom supervision during recess because they are supervising the children outdoors. While we do take extreme weather into account when assessing ability to have outdoor time on a particular day (rain, extreme heat or cold) most of the time the children will engage in outdoor play. Therefore, please dress your child accordingly. During winter months, if the temperature is over 32 degrees, we will take the children outdoors to play.

## TRANSPORTATION

We do not offer transportation to or from school.

## FIELD TRIPS

At this time, we do not leave the school property for outings.

## ANIMALS

While animals belonging to families or staff are not permitted on the school campus, occasionally we may have a class pet. Before any animal is allowed in the classroom, parents will be notified. Please alert your child's teacher or the office if your child is allergic to or uncomfortable in the presence of animals.

## WATER ACTIVITIES

You must sign a permission form for your child to participate in water activities and it must be in your child's file. This includes water tables and sprinkler play.

## NAPS

Children normally require a short rest period during the day to keep up their energy level. Our official rest period is after lunch. Please check with your child's teacher to confirm your child's rest/nap period, as this will vary by program and your child's age. Children are encouraged to sleep, but are only required to rest for 60 minutes on their mat before they are allowed to engage in quiet activities while the other children are resting.

## PERSONAL BELONGINGS

Your child will have many opportunities to experience a variety of activities. Simple clothing that is washable will allow your child to participate comfortably in playground activities, and messy art and sensory activities. **Each child will need two complete, weather appropriate sets of clothing at the school at all times. Closed toed shoes are preferred. Please mark all personal items for easy identification.** When you bring your child to the school, please place your child's belongings in his/her classroom cubbie. As all children will be participating in a rest time, at the beginning of the week please bring a backpack or tote with a small nap pillow and a blanket. You will be responsible for taking nap items home each Friday to be washed and bringing them back to school on Mondays.

Please do not allow your child to wear rings, necklaces, or clip on earrings to school. These items are a choking hazard.

Children are not allowed to bring personal toys from home. We cannot replace lost articles and we are not responsible for lost or broken items

For children participating in the Active Learning Program, you will need to supply the following items: diapers, wipes, and any lotions or creams that you would like applied to diaper area. Please, NO powder. All lotions and creams require a medical authorization form to be filled out by the parent prior to use.

#### CHANGES IN POLICY OR PROCEDURE

You will be notified a minimum of 30 days in advance, in writing, before changes are made to policies or procedures. You will also be asked to sign a statement verifying that you have been made aware of the changes.

#### GANG-FREE ZONE

Texas House Bill 2086 designates 1000 feet surrounding a child care facility to be a gang-free zone.

#### PARKING LOT

Because we share a parking lot with St. James' Episcopal Church, the lot is very busy. Please park in designated parking places only. Enter and exit the lot cautiously and be on the lookout for small children. Do not allow your child to cross the lot unattended. If you need assistance getting your child to or from your vehicle, please call the office. Just a reminder: always lock your car doors. SJES is not responsible for items left in or damage done to your vehicle.

#### **NEVER LEAVE A CHILD UNATTENDED IN YOUR VEHICLE!**

Leaving a child in a vehicle is punishable under the Texas Penal Code, Title 5, Chapter 22, Section 10: "LEAVING A CHILD IN A VEHICLE. A person commits an offense if he or she intentionally or knowingly leaves a child in a motor vehicle for longer than five minutes, knowing that the child is: younger than seven years of age; and not attended by an individual in the vehicle who is 14 years of age or older. An offense under this section is a Class C misdemeanor. If the child is injured, the charge is then elevated to child endangerment, which is a felony. The penalties are six months to two years in jail and a fine up to \$10,000."

# PARENTAL INVOLVEMENT

We encourage parents to participate in school activities, and every SJES family is asked to volunteer 8 hours per school year at the school. You could choose to volunteer as a Room Parent, work in the library, supervise children on the playground, or coordinate a special event. A calendar of upcoming events and volunteer opportunities is available on the school website at <http://stjamesepiscopalschool.org/current-families/>. To sign up for volunteer opportunities, please visit the Parent Advisory Council (PAC) volunteer site at <http://www.stjamesepiscopalschoolaustin.my-pta.org/>

Please remember that all communication, including emails and/or notices sent from one St. James' School family to others regarding school activities, must be cleared through the PAC President and /or the front office before being distributed to the appropriate parties.

## PARENT ADVISORY COUNCIL

The purpose of the Parent Advisory Council (PAC) is to foster positive communication among parents, faculty, administration, the Board of Trustees, and to support the school's mission and objectives. The PAC strives to enhance the academic, emotional, social and physical well-being of the children attending St. James'. The PAC, although independent in its operation, derives its authority from the Board of Trustees, and is ultimately subject to it. In order to join the PAC, please send an email to [parents@stjamesepiscopalschool.org](mailto:parents@stjamesepiscopalschool.org).

## PARENT REIMBURSEMENTS

Please obtain a tax-free form from the SJES front office if you are requested to purchase materials for school use. Please keep all original receipts so that you can be properly reimbursed for purchases. For amounts over \$50.00, you must get prior approval from either the Head of School or the Director of School Programs.

## BIRTHDAYS

Birthday celebrations are an important part of your child's life and school experience. In order to help make that day more memorable we suggest allowing your child to donate a musical CD to the classroom or school library, or assist your child in making a Celebration of Life book to share with the class. If you are unsure of what to do or need an idea, please see your child's teacher or the front office. Due to concerns regarding food allergies, health and sanitation food items to celebrate a birthday are not permitted.

## PARENT CONFERENCES

Parent-teacher conferences are held at least twice a school year, in the fall and in the spring. These conferences can be very valuable to both parent and teacher alike, and parents are strongly encouraged to avail themselves of this opportunity to meet with their child's teacher. If you would like to meet with your child's teacher at any additional time during the year, please make this request to the school so that the Director or Head of School may schedule a time convenient to you and the teacher.

# DISCIPLINE and GUIDANCE POLICY

Our goal is to provide a loving and kind atmosphere and a safe, peaceful learning environment for all children who attend and for the teachers and staff who serve the children. We want parents to feel confident that their child is in a place that promotes positive values and provides developmentally appropriate learning experiences. We expect teachers, staff, and children to display respect for others, to regard others as individuals, and to understand that inappropriate behaviors will be handled with suitable consequences. Our discipline consists of positive reinforcement. St. James' promotes the use of the redirection method rather than "time out". The use of physical punishment is never permitted.

When an issue arises in the classroom the following steps are taken by the staff:

1. Redirect the child to a different interest center or area.
2. Remove the child from the group and give them an individual activity to complete.
3. Notify the Director of School Programs if the issue continues.

If the incident requires first aid the staff member witnessing the incident will complete an Accident/Incident Form and turn it into the office for the Director's signature. In some cases, an Accident/Incident Form may be required and given to the parent of the child who initiated the incident.

When issues arise concerning a child's behavior, and the above has been tried, the following steps will be taken:

1. Observe the child in his/her classroom to see if there are contributing factors that could explain the behavior.
2. Speak with the teachers and any other child/children involved so that clear and accurate information may be shared with the family.
3. Schedule a meeting with the child's parents to share information regarding the situation.
4. Recommend or arrange for outside intervention if the situation requires.
5. Ask that other arrangements be made if the child is unable to adjust or the parents are unwilling to work with St. James' School.

The Head of School will immediately notify a parent in the event of a behavior problem that exists continually while at school. It is the sole discretion of the person in charge as to whether a parent is called during the day to discuss a child's behavior.

Our goal is to work with the child and family to achieve a more positive behavior and attitude. When possible, behavioral issues are addressed in the classroom and not in the office.

If your child is experiencing a change in the home environment that may result in changes in behavior at school, it is important for you to notify the office.

Parents are required to sign a "Guidance & Discipline Policy" form, which is included in the enrollment packet. This signed form will be kept in the student's file as required by Child Care Licensing.

If at any time the school determines that the individual child's needs are not being met, the Head of School will discuss with parents the possibility of school that would better meet the child's needs.

# USDA FOOD PROGRAM

Our school participates in the Child and Adult Care Food Program (CACFP). Breakfast, lunch and an afternoon snack are provided by the school at no additional cost to you. In order for us to provide this service to all of our families, all children participate in this program unless they present a medical exemption to SJES. Due to health and safety concerns, all food brought from home without proper medical authorization will be disposed of. By participating in this program, we are able to provide healthy meals and snacks to all children. We serve all meals “family style”. This means that the children and staff sit together and share relaxed conversations while experiencing new and familiar foods. Children are encouraged to serve themselves, pour their own milk or water, and provide support to other children while learning these new skills.

We realize that not every child likes everything, so we do try to offer a variety of items, and your child will be afforded the experience of trying new foods. If there is something on the menu that your child truly does not like, we will encourage them to try it. If they refuse to eat it, the kitchen staff will find something else for your child. If we observe that your child will consistently not eat the foods provided, the Director of School Programs will meet with you so that other options may be discussed. Menus are available upon request and are posted by the kitchen. If you have a suggestion or idea for breakfast, lunch or snack, please see the Director of School Programs.

In case of allergies, please provide a letter from your child’s physician stating that your child should be permitted to bring foods from home. We will substitute items provided for those items on the menu to which your child is allergic. If for medical reasons you are providing your child’s meals, please note the school is not responsible for its nutritional value or for meeting the child’s daily food needs. **Due to the number of peanut allergies; we are a NUT FREE environment. Nothing containing peanuts, peanut oils, or peanut butter should be brought to the school.**

You will be asked to annually fill out forms that are required by the CACFP. If you have any questions regarding these forms, please see the Director of School Programs. These forms are required by Federal law and will not be shared with anyone outside of the food program.

“The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs on the basis of race, color, national origin, sex religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA’s TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.”

## BREASTFEEDING

A quiet, comfortable area has been designated for all of our nursing mothers. Please feel free to use the library at any time. If your child requires breast milk during the day, please let the Director of School Programs know. An area in the kitchen refrigerator or freezer will be made available for storage. All containers used to store breast milk must be labeled with the child’s full name and the date the milk was expressed.

# SAMPLE MENU

## Breakfast Menu

<b>Menu Item</b>	<b>Serving Size</b>
Milk, 1%	3/4 cup
Pancake	1/2 serving (.6 oz)
Maple Applesauce Topping	1/4 cup
Orange sections	1/4 cup

## Lunch Menu

<b>Menu Item</b>	<b>Serving Size</b>
Milk, 1%	3/4 cup
Teriyaki Chicken	1 portion
Fresh Fruit Cup	1/8 cup
Stir-Fry Vegetables	1/4 cup
Not Fried Rice	(1/8 cup vegetable; 1/2 serving bread) 1/3 cup

## Snack Menu

<b>Menu Item</b>	<b>Serving Size</b>
Low fat yogurt, flavored	2 oz
Pear, fresh	1/2 cup
Water	

# FINANCES

## TUITION PAYMENTS

All tuition payments are due and payable on the first and/or fifteenth day of the month. You may pay tuition monthly, twice monthly, by the semester, or yearly. Please note that no tuition will be deducted for holidays, absences, bad weather, vacations, etc. Your tuition reserves a space for your child and you are charged for the space whether or not your child is present at school. Please give us the courtesy of two weeks notice prior to withdrawing your child.

## FINANCIAL ASSISTANCE

The school has committed itself to keeping tuition as low as possible and to providing financial assistance to those families who qualify. All tuition, fees and other charges must be paid in full until assistance in the form of a scholarship is awarded. Requests for scholarships may be made at anytime, but funds are limited by the amount of scholarship dollars available each year. Families receiving financial assistance must reapply or verify income each year.

## WORKFORCE AND OTHER AGENCIES

St. James' accepts payments from Workforce and other agencies. It is the parent's responsibility to comply with the agency's requirements, so that the school's payment is received in a timely manner. This includes, but is not limited to, completing all paperwork promptly, paying the parent fee as mandated by the agency, and reporting all absences to the proper agency. Parent fees are due by the 3<sup>rd</sup> of each month.

## REFERRAL BONUS

If you are responsible for a new family enrolling in our school, a \$100 referral bonus per family will be credited to your account. This credit is for a new family and remains the same whether one or multiple children are enrolled.

## MULTIPLE CHILD DISCOUNT

A ten percent (10%) discount is provided off of the oldest child's tuition amount when both children are enrolled full time at St. James' School.

## PRE-PAYED TUITION DISCOUNT

If paying your child's tuition 6 months or more in advance, a discount of ten percent (10%) is given. Please see the office for more information.

## REGISTRATION FEE

A registration fee of \$75.00 will be assessed for each child annually. This amount is due at the time of enrollment and during re-enrollment each school year thereafter and is non-refundable.

### CURRICULUM FEE

A curriculum fee of \$100.00 per year will be assessed for each child participating in the Montessori program. This will be used to help defray costs of educational materials required for this program. This amount will be prorated for those children joining us mid-year.

### METHODS OF PAYMENT

Payments may be made by cash, check, credit card or money order.

Parents may also choose to pay tuition and fees electronically from their checking account via Tuition Express. You will need to complete the appropriate form and return it to the office. Initial processing takes approximately ten days before deductions can be processed. If a deduction is returned, a fee of \$35.00 will be applied to your account.

### RETURNED CHECKS

There will be a \$25.00 charge for all returned checks and any bank charges that incur will be charged to your account. Cashier's check, cash or money order will be required as payment for a returned check. Your account may be put on a money order, cash or cashier's check basis after two returned checks. No checks will be rerun. You must pick the check up within 24 hours unless other arrangements are made through the office.

### LATE PICK UP CHARGE

Parents who pick up their children after the regular program closing time will be charged a late fee of \$1.00 for each minute. This fee is applied to each child.

These fees are payable on the day of late arrival or the next morning your child arrives at school. In the case of a true emergency which prevents someone from picking up your child on time, it is required that you inform the school by phone. The Department of Family and Protective Services requires that legal authorities be contacted for children left at the school thirty (30) minutes after the closing time if we have not heard from you.

Your participation at St. James' may be subject to termination if your child is picked up after 6:00 pm on more than 3 occasions.

### DONATIONS

From time to time you may be asked to make a financial donation to your child's classroom to purchase teacher gifts, purchase additional party supplies, etc. This is totally at your discretion. Please do not feel obligated to participate.

If you would like to make a financial donation to the school, please see the Head of School.

# MEDICAL

## ILLNESS

Your child's health is of great importance. Children should not attend school if they have been running a fever, had diarrhea, and/or experienced vomiting during the night or in the morning prior to the school day. If your child appears ill, he/she will be isolated from other children and parents will be notified to pick up the child immediately. Any child having a fever of 100 degrees or above will be sent home.

Children who are sent home from school should not return until he or she has been free of fever (without the use of fever reducing medications), diarrhea or vomiting for a 24-hour period. In terms of outbreaks of communicable disease, the school follows the recommendation of the Texas Department of Health.

## MEDICATION

Prescription medications must be in the original container labeled with the child's name, date, dosage directions, and physician's name. Parents must sign appropriate forms each time medication is brought into the school. Medication will not be given without proper authorization. It is the parent's responsibility to make sure that all forms are signed and complete. This includes all over the counter medications, ointments, sunscreens, and insect repellent. Medications will be given at 8:00 am, 12:00 pm, and at 4:00 pm. If your child requires medication at a different time, please see the office.

## MEDICAL REQUIREMENTS and PHYSICALS

A medical statement signed by a physician licensed to practice medicine, shall certify that the child has been currently examined by the physician and the child is physically able to participate in the school's program. All children are required to have on file, a current physical report before the first day of attendance at the center.

Also, current immunization records shall be kept on file at the school and be updated at all times.

These options will be acceptable in lieu of current immunization records:

1. A signed affidavit from a physician that in their opinion, immunizing would be injurious to the health and well being of the child or any other member of the family or household.
2. A signed affidavit from the parent or guardian that immunization conflicts with the beliefs of their religion.

### VISION and HEARING SCREENINGS

All children who will be four years of age on or before September 1<sup>st</sup>, must be screened for possible vision or hearing problems before December 15<sup>th</sup>. This screening may be done with your family physician or through the school. An additional fee may be charged for all screenings done at school.

### INJURIES

Our staff will make every effort to ensure the safety of your child while in our care. Unfortunately, minor accidents may occur. We will notify you immediately in the event of illness or accident. Parents are responsible for such medical bills that may arise from a minor accident while in care at the center.

### MEDICAL EMERGENCIES

In case of a medical emergency while your child is in attendance at the school, we will make every effort to contact you at the numbers listed on your child's record. If we are unable to reach you or the emergency contacts listed, we will call 911 and have the child taken by ambulance to the designated hospital listed by you on the child's record.

# EMERGENCY PREPAREDNESS PLAN

## SEVERE INJURY

All staff will be trained in CPR and First Aid to recognize the signs and symptoms of conditions requiring immediate medical attention. Red Cross First Aid procedures or CPR will be put into effect. The office should be notified. The office will then call 911. The person or persons who witnessed the accident will promptly turn in a written report to the office so that they can notify the proper authorities and tell them what happened.

The office will notify the child's parent/guardian to inform them of the child's symptoms and where they will be transported for medical attention should that be necessary. Staff will stay with the child and administer First Aid, if needed, until emergency personnel arrive. The Director of School Programs or the person in charge will take the child's medical information and accompany the child to the hospital.

If you or your child is injured while at the school, a written **ACCIDENT AND INJURY REPORT** will be filled out. If you are injured while visiting the school please notify the Director of School Programs and Operations or the designated person in charge IMMEDIATELY. Appropriate actions will be taken in response to your injury.

Medical emergencies that would require immediate medical attention by a health care professional includes, but are not limited to, the following;

1. Loss of consciousness
2. Breathing difficulties
3. Severe bleeding
4. Seizure
5. Neck or back injury
6. Continuous clear drainage from the nose or ears after a head injury
7. Vomiting blood
8. Possible broken bones
9. Shock

## FIRE

The school conducts monthly fire drills which require children to be evacuated from the building. Each classroom has emergency exit posters showing a primary and a secondary emergency route. Staff will take the classroom clipboard or roster sheet, follow the designated route, and calmly and quickly evacuate the building with your children. After they reach the assembly area the staff are to take attendance and report to the Director of School Programs and Operations/or designated person, the number of children in their care. Please do not enter the building until the 'all clear' is given.

The assembly area is located at the far right side of the playground next to the sidewalk that leads to the church.

In case of an actual fire, the Person in Charge will notify the fire department.

If it is necessary to evacuate the school premises, we will meet in St. James' Episcopal Church Founders Hall. Founders Hall is located at the back of the church. All parents/guardians will be notified. Texas State licensing ratios will be maintained and a minimum of two staff members will stay in the building until all children have been picked up.

In most cases we will use the alarm system when practicing fire drills. It is important that that children and staff recognize the sounds and are able to respond appropriately. We will do our best to help the children remain calm but in some cases the alarm can be frightening. Please talk with your child about the importance of fire drills; this may help to eliminate some of the anxiety.

#### TORNADO

The school will conduct tornado/severe weather drills every three months. Everyone in the school will take cover immediately in the nearest closet; sit cross- legged with their heads down and arms covering their heads when the signal is given. Attendance will be taken by the staff. Children may return to the classroom when the all clear is given.

#### TOXIC FUMES

If children are exposed to toxic fumes, they will be transported to the nearest hospital by ambulance where they will be examined by a health care professional and the parents/guardians will be contacted.

#### EXPLOSION

In case of an explosion all children will be evacuated off the school premises. Children and staff will be relocated to the St. James' Episcopal Church Founders Hall. Founders Hall is located at the back of the church. Parents/guardians will be notified. Texas State licensing ratios will be maintained and a minimum of two staff members will stay in the building until all children have been picked up.

#### FLOODS

St. James' School is not in a flood zone. However, in case of an emergency all children will be relocated to the Purple building and parents/guardians will be notified.

## VOLATILE PERSONS

In case of an emergency involving an upset person, an announcement that “we will be initiating a lock down” will be made over the intercom system and each classroom will be locked down. The doors to the classroom will remain locked until someone from the administrative team gives the all clear. In case of a lock down situation, all parents will be notified as soon as possible.

## EVACUATION PLANS

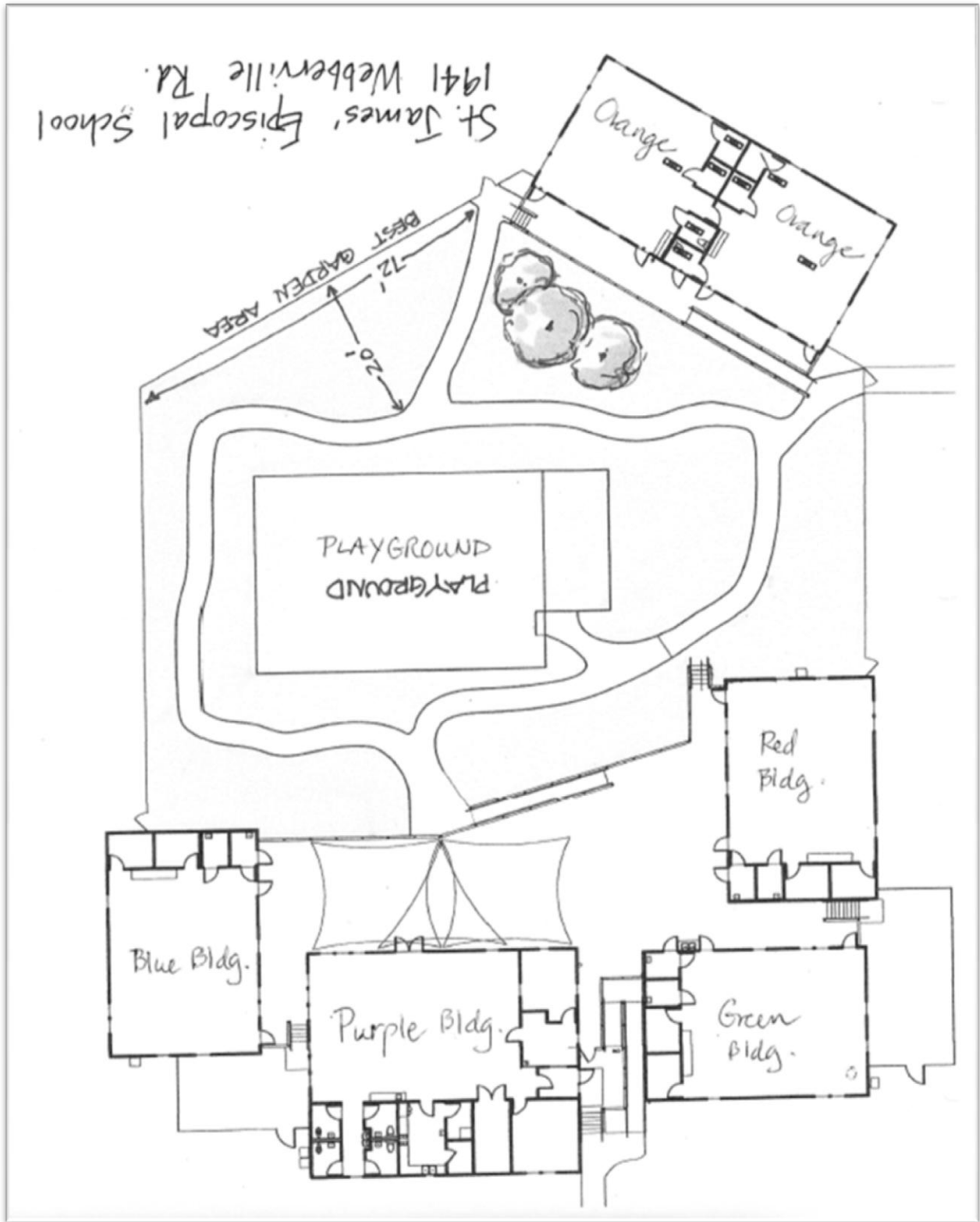
1. **In Place Evacuation:** This evacuation is necessary in events such as a tornado, chemical spills, etc. The children will be kept at the center and under the care and supervision of school staff until dangerous conditions subside.
2. **On Site Evacuation:** in the event that an emergency occurs at the school, an “on site evacuation” is necessary and the children will be relocated to St. James’s Episcopal Church Founders Hall. The children will be kept at this location under the care and supervision of school while parents/guardians are called. Once parents/guardians have been contacted, they will be made aware of the situation and should make immediate arrangements to pick up their child.

For the safety of our children, it is important that they be familiar with procedures during an emergency. Please do not remove your child during a drill, instead, practice the drill with them.

Do not remove your child from the school during an emergency without notifying the person in charge. The lives of emergency personnel may be put into danger when all children are unaccounted for.

Staff is not authorized to release children during an emergency situation.

# St. James' Episcopal School Campus



# IMPORTANT CONTACT INFORMATION

Child Abuse Hotline Number	1-800-252-5400
Workforce Solutions (CCMS)	512-597-7191
Texas Department of Family and Protective Service	512-834-3195
St. James' Episcopal School	512-926-4214
St. James' Episcopal School Website	<a href="http://www.stjamesepiscopalschool.org">www.stjamesepiscopalschool.org</a>
Parent Volunteer Website	<a href="http://www.stjamesepiscopalschoolaustin.my-pta.org">http://www.stjamesepiscopalschoolaustin.my-pta.org</a>
Consumer Product and Safety Commission	<a href="http://www.cpsc.gov">www.cpsc.gov</a>

## **Administrative Staff Contact Information:**

Ellen Jockusch: [ellen@stjamesepiscopalschool.org](mailto:ellen@stjamesepiscopalschool.org)

Tanya Baston: [tanya@stjamesepiscopalschool.org](mailto:tanya@stjamesepiscopalschool.org)

Sarah Kapostasy: [sarah@stjamesepiscopalschool.org](mailto:sarah@stjamesepiscopalschool.org)

General Contact: [info@stjamesepiscopalschool.org](mailto:info@stjamesepiscopalschool.org)

My signature below verifies that I have been given a copy of the Parent Handbook. The handbook has been reviewed with me and I have been given an opportunity to ask questions. I understand that it is my responsibility to follow the guidelines within the Parent Handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date