

THE EPISCOPAL DAY SCHOOL

**PARENT / STUDENT
HANDBOOK**

REVISED JANUARY 2010

Teresa Hoskins
Co-Director

Marilyn Osborn
Co-Director

The Rev. Maurice Lane Friedman
Rector, Church of the Advent

The
Episcopal Day school
continually strives to provide
the highest quality education in
a Christian environment.

Located in a beautifully
landscaped, wooded area of
Brownsville, the buildings blend
with the lovely natural
surroundings and provide a
pleasant setting conducive to
learning.

**THE MISSION OF THE EPISCOPAL DAY SCHOOL
IS TO NURTURE EACH CHILD SO THAT HE/SHE
MAY LEARN TO SEEK KNOWLEDGE, LOVE
TRUTH, AND RESPECT HIS/HER CREATOR AND
ALL THAT HE HAS CREATED.**

LETTER TO PARENTS AND STUDENTS

Dear Parents and Students,

This Parent / Student Handbook was compiled to assist you in experiencing the Episcopal Day School to its fullest. You are a part of an educational community that is dedicated to providing the highest quality education in a Christian environment.

Parents, as this Handbook covers most of the general issues of school life, we ask that you read it and become familiar with its contents and, in turn, review the contents with your children. They must have a clear understanding as to what is expected of them.

Policies may be defined as sets of principles and rules of conduct that are adopted by an organization in order to assist it in identifying and carrying out its mission. When an individual joins an organization, this implies his commitment to respect and comply with the policies and procedures of that organization.

The Episcopal Day School is a wonderful, nurturing place in which to deepen one's spiritual commitment while seeking academic growth. It is our hope that as you read this Handbook you will discover that the policies and procedures which have been established are designed to help life at EDS operate smoothly and justly.

Yours truly,

Teresa Hoskins and Marilyn Osborn, Co-Directors
Sandra M. Garza, Day Care Director

TABLE OF CONTENTS

SECTION 1: INTRODUCTION

3	Letter to Parents and Students
8	School History
10	Mission Statement
10	Philosophy
10	Non-discrimination Policy
11	Accreditation

SECTION 2: GENERAL POLICIES AND PROCEDURES

12	Academic Policy
	Curriculum
	Enrichment Programs
	GradeSpeed
13	Grading Policy
14	Homework
	Honor Roll
15	Report Cards
	Special Services
	Testing
	Weekly Folders
15	Accidents and Insurance Information
15	Admissions
	Age Requirement
	Class Size
16	English Proficiency
	Entrance Testing
	Enrollment Priority
17	Article X:Section 1: Order of Acceptance
	Guardianship
18	Placement
	Registration Requirements
19	Annual Gifts
19	Assembly Days
19	Attendance
19	Absence from Extra-curricular Activities

19	Attendance Policy
20	Excessive Absences and Tardies
	Excused Absences
21	Unexcused Absences
	Return from Absences
	Leaving Early / Arriving Late
22	Tardiness
22	Backpacks
22	Board Membership
22	Cell Phones, Pagers, and Other Electronic Devices
22	Change of Address
22	Computer Acceptable Use Policy Summary
23	Episcopal Day School Internet Publishing Guidelines
23	Damage to Property
23	Dismissal Policy
24	Dress Code
24	Blue Jean Day (Fridays)
	Hair
	P.E. Uniforms
25	Sweatshirts and Sweatpants
	Violations
25	Emergency Closing
25	Episcopal Day School Week
25	Endowment Foundation
25	Field Trips and Parent Chaperones
26	Financial Policy
	Day Care Fees
	Delinquent Tuition and Fees from Previous Year
	Early Withdrawal
	Financial Assistance
	Financial Assistance Application Procedures
27	Late Payments
	Late Registration
	Returned Checks
28	Tuition
28	Tuition and Day Care Delinquency
29	Fire Drills and Safety Precautions

29	Fun and Fellowship
29	Gifts and Memorials
30	Hours of Operation
	Class Hours
	Supervised Hours
	Day Care Hours
30	Library
30	Limousines
31	Lines of Organization
31	Lost and Found
31	Medical Guidelines
	Administration of Medication
32	Communicable Diseases
	Immunizations
	Vision and Hearing Screenings
32	Parental Responsibilities
32	Parent / Teacher Conferences
33	Parking Lot Etiquette
33	Parties and Celebrations
34	Physical Education
35	Promotion or Retention
35	Release of Records
35	Religious Instruction
35	Scouts
35	Selling or Distributing Items on Campus
35	Snack and Lunch Program
36	Special Programs
36	Student Access Policy
37	Student Behavior
37	Student Records
38	Supply Lists
38	Telephone Calls and Messages
38	Textbooks and School Supplies
38	Visitors and Visitation
39	Ways to Be a Super Parent
39	Withdrawal of Students

DAY CARE HANDBOOK

41	Letter to Parents
42	Enrollment Requirements
42	Financial Policy for Day Care
43	Pertinent Information
44	Discipline and Guidance Policy
45	Medical Guidelines
45	Inspections, Fire Safety, and Emergency Precautions

SECTION 1: THE EPISCOPAL DAY SCHOOL

SCHOOL HISTORY

The Episcopal Day School opened in 1948 with a five-year-old kindergarten class in what was known as the old rectory. Several years later it became evident that there was a need for a 1st grade. The Hubert R. Hudson family generously provided new facilities at the Church of the Advent for the Episcopal Day School and the Sunday School. During the reconstruction period, a frame house on East Levee Street was rented to accommodate the kindergarten and 1st grade classes. Upon completion of the new educational wing in 1956, the Day School kindergarten and 1st and 2nd grades moved into their new facilities. Third grade was established next and located in the church's Youth Center. The following year a 4th grade was added and met upstairs in Mackintosh Hall (the old rectory).

As the Episcopal Day School continued to grow, so did the need for additional space. The Hudson family acquired a beautiful tract of land on North Coria Street from Dr. J.C. George, the site of the present school. Both the land and the original building were gifts of the Hudson family to the Church of the Advent. The school and library were dedicated in 1959 by the Bishop of West Texas, the Right Reverend Everett Jones. It was Estelle Custis Conklin Hoffman whose gifts of books and money made the first library a reality.

The 3rd, 4th, and 5th grade classes moved into the new building in the fall of 1959. The first 6th grade graduation was held in May 1961. The kindergarten and 1st and 2nd grades remained at the Church of the Advent until 1974 when two new rooms were added to the Coria Street School, and grades one and two were moved there. One of these classrooms, now part of the remodeled elementary wing, was a gift from the Robert M. Duffey family as a memorial to Robert Duffey's mother and father, Madelyn B. and Robert M. Duffey.

The next major addition to the Coria Street campus was the beautiful Chapel/multipurpose room built adjacent to the original building and completed in August of 1984. This magnificent structure, designed by L.L. Winans and James Guthrie, was a gift of the Hudson family in memory of their parents. The Chapel was named Jones Hall out of regard for Everett Jones, Retired Bishop of the Diocese of West Texas. The altar of beautiful Italian marble was given in memory of Salome McAllen Scanlan, a faithful Episcopalian and friend of the school. The beautiful stained glass cross in the foyer of the building was designated the Stewart window out of respect for J. Rufus Stewart, Rector Emeritus, Church of the Advent, Brownsville. This additional space permitted the kindergarten classes, which now included three, four, and five-year-olds, to move from the Church of the Advent into temporary quarters in the Chapel and in the original Coria Street building.

Ground was broken on May 1, 1985 for four kindergarten rooms, the first phase of the building program to provide a complete kindergarten complex at the Coria Street site. In September 1985, the three-year-olds moved into two beautiful new rooms, one given to the glory of God by the Scanlan family and the other a gift of Barbara and Ralph Weir, Jr. in memory of his parents, Mary Clifton Rowland and Ralph Leon Weir, Sr. The four-year-olds moved into their new quarters at the same time. These rooms were provided through the gifts of some eighty families. On December 1, 1985, Bishop Stanley Hauser conducted a service of consecration for Jones Hall and the new kindergarten rooms.

Construction of the classrooms for the five-year-olds began in late summer of 1986 and they were ready for occupancy by February 1987. One of the classrooms was given to the glory of God and in loving memory of Olive Polley Reed by her family, while the other room was provided through the generosity of a number of Day School friends.

Dr. and Mrs. James Stillman provided financing for the remodeling of the exceptional library facilities, which were completed in January 1988. Located in what once was the original Chapel/ multipurpose room, the library accommodates an entire class at the same time. The Parent Booster Association participated in financing the renovation of the old Chapel. The complex now houses, in addition to the library, a resource room, and a teachers' workroom/lounge.

In August of 1993 the two 1st grade classes moved into newly constructed rooms adjoining the kindergarten complex. The addition was blessed by the Reverend Gary Lillibridge during Episcopal Day School Week, October 1993. This new construction made it possible to utilize existing space by providing even better facilities for the 3rd grades, Spanish classes, the computer lab, and a fully equipped science laboratory.

In October 1995, Phase I of a building plan which included three new classrooms and a restroom facility near the south side of the campus was completed. This addition made room for two classes of 2nd graders and one class of 3rd graders. In August of 1996, Phase II was completed which included the renovation of two classrooms near the east side of the campus. These two classrooms were reconstructed to include a new science lab and two regular classrooms. Also, simultaneously with Phase II, the Parent Booster Association (PBA) financed the construction of a storage unit added on to Jones Hall on the east side of EDS. The remodeling of the kitchen in Jones Hall was also begun.

Two enhancements have been made to our picnic area behind the school. In 1997 the Fausto Yturria family donated a barbecue pavilion in memory of their son, Shelby Theriot Yturria. The pavilion houses a large meat cooker and refrigerator. This facility is used for both school and church related functions. Also, in 1998 a deck was completed as a flooring under the picnic tables, courtesy of the PBA. This deck not only aesthetically enhanced this area; but it also provided a clean, dry surface for the students during their lunch break.

Construction of our open-air gym began in the summer of 1997. The gym was dedicated by Interim Rector Rev. Scotty Innes in February 1998.

The 50th Anniversary milestone celebration began with the opening of an exhibit at the Brownsville Historical Museum on February 20, 1998. Memorabilia from the Episcopal Day School, dating back to our beginning in 1948, was shared by alumni, students, teachers, and family members. This temporary

historical exhibit was enjoyed by the Brownsville community and visitors throughout the entire summer of 1998. A video was produced by Dr. Manuel Medrano and the UTB/TSC - Brownsville staff to capture the memories and promote the future of the school. This multimedia event included interviews of past and present faculty, rectors, and directors and present-day students as well as alumni. The 6th grade class of 1998, under the direction of Anne Zufelt, sang and dedicated the theme song written by Dr. Medrano in recognition of the 50th Anniversary milestone on February 20, 1998.

A Capital Campaign was started by the Episcopal Day School Board in May of 1998 to raise \$695,000 to fund Phase III of the building plan. Two new classrooms, a parking lot, a library expansion, more storage areas, an administrative office, and a kitchen/workroom for the teachers were completed during the 1999-2000 school year. The construction of the Fine Arts Building, completed in October 2000, enabled the music teacher and her classes to move out of Jones Hall where music classes had been held for many years. The Fine Arts Building was given to the glory of God and in honor of Frances and Maurice Tipton by their children and grandchildren. Construction on the final phase of the building plan, the Administration Building, was completed in the fall of 2001.

In January of 2006, the Day School embarked on two additional construction projects: the building of a Spanish Complex, El Paseo Tikal, and the enclosing of the open-air gym, the Lee Kirkpatrick Field House. Both projects were completed prior to the start of the 2006-2007 school year. In August 2006, a ceremony was held at the school dedicating the Field House to the memory of Lee Kirkpatrick, a community leader who had a long relationship with Church of the Advent and the Episcopal Day School. At the same ceremony, El Paseo Tikal was dedicated and the paver walkway leading to the Field House was unveiled.

MISSION STATEMENT

The mission of the Episcopal Day School is to nurture each child so that he/she may learn to seek knowledge, love truth, and respect his/her Creator and all that He has created.

PHILOSOPHY:

The Episcopal Day School believes in implementing a strong academic program with particular emphasis on the basic academic skills and encouraging each child to strive to attain his/her maximum potential. We further believe in guiding each child in his/her spiritual growth, fostering a love for learning, and instilling in each child a respect for himself and others. It is our intent that these beliefs be accomplished within the context of a Christian community where each person - student, teacher, administrator, and staff member - is seen and valued as a child of God, and where truth and the freedom which truth provides will ever be sought.

NON-DISCRIMINATION POLICY

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

ACCREDITATION

The Episcopal Day School is accredited by the Southwestern Association of Episcopal Schools (SAES), an accrediting agency recognized by the National Association of Independent Schools (and in Texas approved by Texas Private School Accreditation Commission, TEPSAC, and recognized by the Commissioner of Education).

SECTION 2: GENERAL POLICIES AND PROCEDURES

ACADEMIC POLICY

Curriculum

The Episcopal Day School strives to provide each student with an education based on the acquisition of basic skills. Consequently, administrators and teachers give serious consideration when choosing suitable instructional materials. The curriculum is subject to annual review and revision by the teachers at each grade level. This review is coordinated and approved by the Administration. Copies of the curriculum on CD are available in the school office upon request, and a hard copy of the curriculum is also available for perusal by parents at any time. It should be understood that the curriculum is strictly a timeline of knowledge and skills objectives and does not give day-by-day lesson plans.

Enrichment Programs

- Emerging Spanish I, Emerging Spanish II, Advanced Spanish, Music, Health, P.E., and Computer Education are a part of the elementary curriculum. Three, four, and five-year-old Kindergarten students attend Music, Computer class, and P.E. Five-year-old Kindergarten students attend Spanish class as well. All students attend Nature Trail activities on a rotating basis, and Art is offered at all levels by the classroom teachers.
- Our students follow a semi-departmentalized schedule. Specialists in Science, Spanish, Music, P.E./Health, and Computer teach these subjects. This system provides a transitional step as children move from the self-contained classroom in elementary school to a departmentalized system in junior high school.
- The Episcopal Day School holds a Science Fair each year for students in 5th and 6th grades. The winners of the EDS Science Fair also compete in a BANSA (Brownsville Association of Non-Public School Administrators) Science Fair and an SAES regional fair that is held in various cities in the spring.
- Third through sixth grades compete in a school spelling bee as well as in the BANSA school competition, and in the Valley Morning Star Regional Bee.
- Students interested in sports have the opportunity to compete with the BANSA schools basketball and track (2nd-6th, based on age.)
- Brownies, Girl Scouts, Cub Scouts, Boy Scouts and an EDS Chess Club are usually available to students at the Day School thanks to dedicated parents and volunteers.
- A stimulating experience offered to our 6th grade class is a one-week trip to an adventure camp whose program emphasizes self-discipline, teamwork, survival, and ecology.

GradeSpeed

The Episcopal Day School utilizes an online grading program called “GradeSpeed”. This online program has a parent component called “ParentConnection” which allows parents to monitor their children’s assignments and grades. In order to view the grades, parents must first create a parent account. Information on how to create a parent account is available in the school office.

Grading Policy

It is at the discretion of the teachers to formulate grading policies that are based on sound educational practices as they see fit. Parents must be informed of these policies on Parents' Night and in writing. In the event a parent is absent on Parents' Night, it is the responsibility of the parent to meet with the teacher in order to be updated on classroom policies, etc. This meeting should take place prior to the first reporting period.

3K thru 5K

- 3K and 4K teachers use a checklist of skills. The checklist is developmental and based on sound educational practices.

For 3K and 4K six weeks reporting, the following is used:

M = Has mastered, can perform task correctly and independently

I = Improving/Making progress, but not working completely independently

D = Has difficulty/Below satisfactory performance

- 5K teachers use a checklist of skills. The checklist is developmental and based on sound educational practices. In addition, 5K teachers issue a standard report card.

For 5K six weeks reporting, the following is used:

E = Excellent

S+ = Above Satisfactory

S = Satisfactory

S- = Below Satisfactory

N = Needs Improvement

NI = Not Introduced

1st thru 6th grades – Regular Subjects

- The grading system for each grade level is detailed on the report card. Students are also graded on academic work, conduct, work habits, etc.
- Grades for 1st thru 6th grade students shall be reported in the following format:
90-100 = A 80-89 = B 70-79 = C 60-69 = D 50-59 = F
 - a. Daily Grades = 50% of the final six weeks average.
 - b. Test Grades (including special project grades) = 50% of the final six weeks average.
- It is at the discretion of the teachers to determine what constitutes daily and test grades.

Special Area Subjects

Computer

Grades will be reported in the format of E, +, S, -, N, and U based on the following:

Group and Individual Participation, Keyboarding, Projects, Performance, and Cumulative Assessments.

Health/P.E.

Grades will be based on the following:

Participation, Sportsmanship, Dressed in Athletic Uniform (grades 3rd-6th), Health Reviews

Music

Grades will be based on the following:

Daily Grades (i.e. programs, participation, attitude, effort, etc.)- 50%, Tests- 50%

4th-6th Grade Departmentalized Science

Daily Grades (classwork, homework, participation, and completion of assignments on time)- 50%
Major Grades – 50% (Quizzes= 17%; Tests= 33%) At the teacher’s discretion, a project may be counted as a major grade.

Spanish

Daily evaluations 50%, Daily work 25%, Tests 25%

Homework

Students regularly receive assignments that normally must be finished outside the classroom. The purpose of this homework is to prepare the students for activities that will happen in class and to strengthen or enrich those that already have begun. Students should be encouraged to plan and use their time productively and to become self-directed in meeting these responsibilities. In keeping with the school philosophy that each student become a responsible citizen, it is stressed that the student be organized so no homework or books are left at home.

Homework will be assigned Monday through Thursday with only folders, approved projects, research reports (usually needing several days of preparation) to be done over the weekend (after a time line has been discussed with the student and sent home). It has been recommended by our accrediting agency that the amount of time homework can be expected to take on an “average” night when done by an “average” student should be:

Kindergarten & First:	30 minutes*
Second:	30-45 minutes*
Third & Fourth:	45 minutes to one hour *
Fifth:	One to one and a quarter hour *
Sixth:	One and a half to two hours *

(*This does not include time spent reading, studying spelling words, or drilling on math facts.)

Honor Roll

Students who qualify for the Honor Roll (every 6 weeks for 4th-6th graders and **2nd semester only for 3rd graders**) will be recognized on scheduled Assembly Days in Jones Hall at 8:05 a.m. Assembly Days are noted on the school’s calendar.

Eligibility for honor roll in grades three through six will be based on:

- the student's overall grade point average for the six weeks, semester, and/or year. To be placed on the Honor Roll, a student must have a grade point average of 90.0 or above in all subjects, no grade below 80, and no conduct grade lower than Satisfactory for the grading period. Fractions will be rounded to the nearest whole number for the purpose of determining the average. Students who have a 90 or higher average in every subject and no conduct grade lower than Satisfactory will earn the recognition of being a “Blue Knight.”
- attendance and tardiness. (Three (3) unexcused absences and/or three (3) unexcused tardies per six (6) weeks will result in a student’s disqualification from the Honor Roll.)

Report Cards

Report cards are sent home each six weeks. They must be signed by a parent or guardian and returned to school. At the end of the school year, report cards will not be issued to students whose accounts are delinquent.

Special Services

- The Episcopal Day School is not equipped to serve students with severe learning disabilities and certain specialized problems. If a teacher believes that a student may have a problem of any type that appears to be affecting his/her learning or behavior, the student's parents will be made aware that a problem may exist. It is then the parent's responsibility to proceed to find appropriate professional help, if necessary, as recommended by the teacher or the Director.
- If the student is diagnosed with a learning disability or a learning problem of any kind, then teaching modifications suggested by the professional who administered the diagnostic test are put into practice by the classroom teachers directly responsible for the student and by the special area teachers if necessary. The diagnostic results must be on file in the school office.

Testing

Cognitive ability tests are administered yearly to students in the 1st, 3rd, and 5th grades. Achievement tests are administered each year in grades 5K through 6th. Parents are invited to discuss these test scores with the teachers on a scheduled conference day in the spring. Make-up tests for the Cognitive Abilities and for the achievement tests (held in January and February) will not be administered when a student is absent due to the following: vacation, routine doctor appointments, personal family times, or any other unexcused absence.

Weekly Folders

In grades one through six, parents receive a weekly folder with the student's graded papers. The folder should be carefully examined each week and all papers signed as requested by the teacher.

ACCIDENTS AND INSURANCE INFORMATION

In the event of an accident the Episcopal Day School carries a policy that covers our regular and Day Care students while they are on campus as well as off campus on school-sponsored events. If your child has an accident at the school or during a school-sponsored field trip, all claims must first be submitted to your primary insurance carrier. The policy carried by the school is a secondary policy only. Parents must comply with the current insurance requirements of the school as set by the School Board. For claims to be submitted to the school's insurance carrier, they must be submitted to the Bookkeeper within 45 days of the accident.

ADMISSIONS

Age Requirement

- In the case of three-year-olds, any child applying for admission to the Day School must be three years old on or before September 1st. *
- A child entering 4-year-old kindergarten should be 4 years old on or before September 1st. *
- A child entering 5-year-old kindergarten should be 5 years old on or before September 1st. *
- **All students entering 3K and up must be trained to use the restroom.**

[*The Director of the School, in consultation with the Admissions Committee, may admit any child otherwise qualified as to emotional, physical, and mental ability.]

Class Size

- Class sizes are limited as follows:
3K 15/16
4K 18/20
5K 18/20
Grade one 22/24
Grades two - six 24/26
- (As of Fall 1999, there are two classes each of 3K thru 6th grade.)
- Grade one may expand to 24 students per class, and grades two through six may expand to 26 students per class at the discretion of the Director.

English Proficiency

- 5K – 6th – English proficiency as determined by entrance testing is required for admission. Exceptions may be made at the discretion of the Director.

Entrance Testing

Students not previously enrolled who are seeking admission to 5K – 6th grades must meet certain requirements, one of which is a satisfactory performance on an entrance test administered by EDS personnel. (If a new student applying for admission to grades 5K – 6th does not perform well enough to be admitted on the entrance test, all but \$25.00 of the registration fee will be returned.)

Prior to taking an entrance test for admission, the school must have:

- a copy of the most current report card.
- copies of report cards or permanent record cards from previous years.
- results from standardized testing done at the previous school(s).

After all required information has been carefully reviewed, entrance tests will be scheduled.

Enrollment Priority

Admission to the Episcopal Day School is premised upon the existence of a vacancy for which, in accordance with the plan of enrollment adopted by the School, the candidate is qualified. Candidates are chosen on the basis of academic ability and interest in the programs at the Episcopal Day School, not on the basis of race, color, religion, creed, national or ethnic origin, or sex. The Episcopal Day School is established primarily (1) for the members of the Church of the Advent (2) other Episcopalians (3) the Christian community and (4) the community at large. The following by-laws give details concerning the order of enrollment.

Article X: Section 1: Order of Acceptance:

Children currently enrolled in the Episcopal Day School are permitted to register for the following year during the month of February if they meet the academic standards of the school, conform to the regulations and customs of the Episcopal Day School, cooperate with the school, and if all fees and charges have been cleared. All new students may register as of March 1st or the first school day in March when the first falls on Saturday or Sunday. The priority for returning students lasts only until the last school day in February.

Applications for registration in the school shall be accepted by the Director in the following order, provided all other admission requirements have been met:

- a. Kindergarten (3-year-olds)
 - 1) Children whose parents are active members of the Church of the Advent.
 - 2) Children from other Episcopal churches.
 - 3) Children whose siblings are already enrolled in the school.
 - 4) Children from other Christian churches.
 - 5) All other children on a first-come, first-served basis.
- b. Kindergarten (4 and 5-year-olds)
 - 1) Children previously enrolled in the 3 and/or 4-year-old kindergarten at the Episcopal Day School.
 - 2) Children not previously enrolled whose parents are active members of the Church of the Advent.
 - 3) Children not previously enrolled whose siblings are already attending the School.
 - 4) Children not previously enrolled from other Episcopal churches.
 - 5) Children from all other Christian churches.
 - 6) All other children on a first-come, first-served basis.
- c. First Grade:
 - 1) All qualified students who have successfully completed five-year-old kindergarten at the Episcopal Day School will be assured a place in the First Grade.
 - 2) Children who did not complete five-year-old kindergarten at the Episcopal Day School but whose parents are active members of the Church of the Advent.
 - 3) Children, not previously enrolled, whose siblings are already attending the Episcopal Day School.
 - 4) Children who did not complete five-year-old kindergarten at the Episcopal Day School but whose parents are members of other Episcopal churches.
 - 5) Children from other Christian churches.
 - 6) All other children on a first-come, first-served basis.
- d. Grades Two through Six
 - 1) All children from Episcopal families who are currently enrolled in the Episcopal Day School.
 - 2) Those children who first entered and have remained in the Episcopal Day School based on the date of their earliest paid registration.
 - 3) Children from Episcopal families who are not currently enrolled in the Episcopal Day School.
 - 4) Children from all other Christian churches.
 - 5) All other children not currently enrolled in the Episcopal Day School on a first-come, first-served basis.

Guardianship

In cases where the child does not live with both parents, proof of legal guardianship must be provided by the guardian at the time of registration.

Placement

The placement of your child is a teacher / administrator decision. Please, keep in mind that there are many factors that influence this decision. Do not pressure the teachers or call the school office throughout the summer to find out which teacher your child will have in the fall. Final decisions are not made until the end of July. Class lists will be posted on August 1st.

Registration Requirements for Returning Students

- All tuition, Day Care fees, and any other fees must be current prior to registration.
- The **Non-Refundable** application and materials fee of \$300 must accompany each application for admission. (Payment of the first month's tuition, due in June, is also needed to complete registration.)
- An Updated Emergency Form
- A Tuition Payment Preference Form
- A Day Care Form as per Texas Department of Family and Protective Services

Registration Requirements for New Students

- The **Non-Refundable** application and materials fee of \$400 must accompany each application for admission. (Payment of the first month's tuition, due in June, is also needed to complete registration.)
- The following records/forms must also be on file in the school office:
 - A legal copy of the child's birth certificate
 - Emergency Form
 - A Tuition Payment Preference Form
 - A Day Care Form as per Texas Department of Family and Protective Services
 - An immunization record, supplied, completed, and signed by the child's primary care provider. (The immunization record must include dates of all shots received as required by the Texas Department of Health, and new students' records must show proof of a recent TB test.)
 - Satisfactory records from the child's previous school(s) (transfer students only)

Other Requirements and Information

- All students entering our 3K program must be 3 years of age by September 1st and toilet-trained.
- If applicant is not admitted due to unsatisfactory performance on the entrance examination, \$375.00 of the registration and materials fee will be refunded.

ANNUAL GIFTS

In the private school industry, it is a “truth” that tuition provides only for a percentage of operational expenses. EDS’s giving campaign will take place annually. We look for parents, alumni, grandparents, parishioners, community members, faculty, and staff to participate. Our focus is on participation rather than the amount of the gift. Gifts of every size are appreciated.

Almost every asset used to educate your child needs to be replaced, refurbished, or updated each year. It takes every family doing its fair share to enable EDS to provide the quality educational experience that is desired for each child. An annual gift is a repeatable and renewable gift to the school. If at any time you have questions or concerns, please contact the Administration.

ASSEMBLY DAYS

Assembly days are the Wednesdays following the Tuesdays when report cards are sent home with the students. In May, Assembly Day is the last day of school. Assembly is held at 8:05 and is the day when Honor Roll and Attendance Certificates are given out. During the first semester, Honor Roll and Attendance Certificates are given to qualifying 4th, 5th, and 6th grade students. During the second semester, 3rd graders are also included.

ATTENDANCE

Schoolwork involves more than paperwork. It involves participation in discussions, demonstrations that cannot be repeated, laboratory activities, development of study skills, spontaneous interactions, and visual and oral presentations that are difficult to repeat. Consequently, a student who has an excessive number of absences or tardies will miss out on a large percentage of the learning process at the Episcopal Day School.

Absence From Extra-curricular Activities

A student who is absent from all or part of a school day is not permitted to represent the Episcopal Day School in an extra-curricular activity on that day (unless approval is given by the Director and/or the Assistant Director).

Attendance Policy

- The Episcopal Day School’s attendance policy promotes regular class attendance as an integral part of the learning process and an orderly atmosphere in which learning may take place. Parents are to cooperate in teaching their children respect for school hours by bringing them on time and not requesting to have them dismissed early except for an emergency. Students are to attend all classes, Chapel services, assemblies, and other meetings unless they are ill or there is a family emergency. If a student must be absent or tardy, the school office should be contacted by 9:00 am. Students arriving tardy must sign in at the office and receive a tardy slip to take with them to class.

- A student must be in school until at least 10:00 am for him/her to be considered present for the morning session. Likewise, a late-arriving student must arrive at school before 10:00 am to be considered present for the morning.
- A student must be in school until at least 2:00 pm for him/her to be considered present for the afternoon session. A student must arrive at school before 1:00 pm in order to be considered present for the afternoon session.
- The new calendar for the upcoming school year is generally completed by the 1st of July. Please check the calendar before making vacation plans that would occur during the scheduled school year.
- Make-up tests for the Cognitive Abilities and ITBS tests (held in January and February) will not be administered when a student is absent due to the following: tardiness, vacation, routine doctor appointments, personal family times, or any other unexcused absence and/or tardy.
- Students with Perfect Attendance (0 Absences – 0 Tardies) and Excellent Attendance (not more than 2 Absences and 2 Tardies) will be recognized at the end of the school year.

Excessive Absences and Tardies

- Students must be in attendance at school for 90% of the school year. The school calendar is 180 days long, which will allow for no more than 18 absences for the school year. Students with more than 18 excused or unexcused absences for the school year will be required to attend Summer School.
- Excessive absences and tardies will result in non-promotion based on incomplete assignments and lack of time on task.
- Students with excessive absences may be required to attend summer school for promotion purposes.
- Three (3) unexcused absences and/or three (3) unexcused tardies per six (6) weeks will result in a student's disqualification from the Honor Roll.
- Each time a student reaches 4 unexcused absences and/or tardies, he/she will serve 1 hour of make-up work time after school on the Thursday following the 4th unexcused absence or tardy.
- If a student accumulates more than 9 excused or unexcused absences for a semester or 18 excused or unexcused absences for a year, the student may jeopardize credit for class/grade and be placed on conditional re-enrollment.
- If you know that your child will be absent, request assignments in advance for work to be missed so the teacher will have adequate time to prepare your child's assignments.
- If an extended absence occurs, additional work and after school tutoring may be required upon return.
- It is the student's responsibility to inquire about and complete missed assignments. Teachers will assist with make-up work instructions.

Excused Absences

The following are considered excused absences when accompanied by the proper note:

- Illness of the student -- Students are not to be sent to school with fever or a communicable disease. Any communicable disease such as chicken pox, measles, etc. should be reported to the school immediately. If a child comes to school sick, he/she will wait in the office until a parent can come for the student. If symptoms of illness are observed at school during the day, parents will be contacted to pick up the child immediately.

- Verified medical appointment
- Emergency situations verified by the Administration
- Death, severe injury or illness in the family
- Participation in authorized school activities (i.e., For 5th & 6th graders attending the SAES Regional Science Fair, their participation is considered an excused absence, however, for siblings who accompany the group on their trip, this is considered an unexcused absence.)
- Court appearances
- Observance of a religious holiday is not considered an absence.

Unexcused Absences

The unexcused absence may have the approval of the home, but it is without the approval of the School. An unexcused absence may result in no credit for tests and/or classroom assignments for that period of time. These absences may include:

- **Extended school holidays, family vacations, and pleasure trips**
- Appointments (other than medical)
- Other situations verified by the Administration

Return From Absences

- Upon returning to school from an absence, students will only be readmitted to the classroom with a written excuse from a doctor or parent. If a child does not have a written note, he/she will be sent to the office to call and wait for his/her parent to bring the note. The excuse must include the number of days absent, explanation for the student's non-attendance, and have a parent's or doctor's signature.
- Upon returning from full day absences, students are permitted one day for each excused day of absence to complete all missed assignments and tests. Students are to take a quiz/test on the first appropriate day upon returning. (If you know that your child will be absent, request assignments for work missed EARLY, so the teacher can have them ready at the end of the school day.)
- If an extended absence occurs, additional work and after-school tutoring may be required upon return.
- It is the student's responsibility to find out about and complete missed assignments. Teachers will help with make-up work instructions.

Leaving Early / Arriving Late

- Students must submit a note from a parent for leaving during the school day or if they know they will arrive late the following day. It is a courtesy to the teachers to inform them in advance through a note if you know your child will leave early or arrive late on a certain day. This way, the teachers will have the opportunity to prepare homework or make-up work for your child, to make sure he/she has time to explain an assignment to your child, or has a chance to administer a test or quiz your child would otherwise miss.
- Parents must sign their children out if they leave campus before the end of the school day and sign them in if they arrive late at the beginning of the school day or when returning during the day.

- The student is to be picked up at the school office, and the student is to go to the office and check in when he/she returns.

Tardiness

Tardiness is a disruption to the learning atmosphere. **Prompt arrival is a priority.** Children should be ready for chapel or class by 8:00 am. Students are considered tardy at 8:01 am. A student arriving at class after 8:00 a.m. must report to the office to sign in and receive a tardy slip to present to his/her teacher.

BACKPACKS

Parents are not allowed to open, place items in, or search through backpacks belonging to anyone other than their own children.

BOARD MEMBERSHIP

The Episcopal Day School Board is composed of nine (9) voting members. One (1) member shall be the Rector of the Church of the Advent, Episcopal; one (1) member shall be a Vestryman of the Church of the Advent, Episcopal, appointed by the Rector to serve a one-year term; one (1) member shall serve as a Historian recommended by the Director and approved by the School Board to serve a one-year term; and at least four (4) of the remaining six (6) shall be Communicant members of the Church of the Advent, Episcopal. The Treasurer need not be a member of the Board, and shall be appointed by a majority vote of the Board for a one-year term with no restrictions as to the number of consecutive terms they may serve. The Director of the School serves as a non-voting member of the Board.

CELL PHONES, PAGERS, AND OTHER ELECTRONIC DEVICES

Students are not allowed to have cell phones, pagers, or any other communication device at school under any circumstances. Cell phones that have been confiscated will not be returned.

Parents who need to contact their children during school hours should go through the school office.

CHANGE OF ADDRESS

Any change of address, phone number, or e-mail address should be reported IMMEDIATELY to the school secretary.

COMPUTER ACCEPTABLE USE POLICY SUMMARY

The computer facilities are intended for the educational or administrative use of the employees and students of the Episcopal Day School. All users must be courteous, keep the facilities clean, quiet, and in good repair, and respect the privacy of others. Students must be supervised by a staff member. No

hardware or software may be installed, copied, removed, or altered except by authorized school personnel. Users must abide by Federal and State laws regarding copyrights and accessing or altering computer systems, software, data, passwords, and security systems. Accessing, transmitting, or receiving any material that could be considered inappropriate or obscene is prohibited. Students and parents must sign an acceptable use policy agreement to be granted permission to use the school's computers.

Episcopal Day School Internet Publishing Guidelines

The Episcopal Day School maintains a website (www.episcopaldayschool.net) to inform the public and especially the family and friends of EDS about our school and its activities. Pictures of the school's regular classes and special activities help make the website more interesting and informative. The school may publish information about students' accomplishments, examples of student work, and photos of students on our website.

The following guidelines are meant to ensure students' privacy and safety. They apply to the school's website and any other website the school or any representative of the school may use to publish student work, information, or photos.

- Parental permission must be obtained before publishing any student's work or photo.
- Only the first name of any student may be used.
- No personal information such as family name, address, phone number, or e-mail address may be used.
- Pictures must include 3 or more students and they may not be identified either in a caption or in text on the page.
- Any necessary contact information must be for an employee of the school at the school's address or phone.
- Parents are to complete a form at the time of Registration giving or withholding their permission for media publishing.

DAMAGE TO PROPERTY

Parents are financially responsible for any damage or act of vandalism to EDS property that is committed by their child/children.

DISMISSAL POLICY

- The EDS staff will not release your children to anyone who is not listed as a designated contact on any of our forms. If you or the designated contact is unable to pick up your children, a telephone call or written notification requesting the staff to release your children to a third party is required. If the staff does not know the person you have authorized to pick up your child, then the staff is required to verify the identity of this individual by asking for and making a copy of a valid photo identification for our records.
- All students should be picked up promptly at dismissal times.

- Please notify the school office if there is an emergency or if someone other than the parent or regular carpool is picking up the student.
- If a child leaves school to walk home or elsewhere, written notification is required. The Day School will NOT be responsible for students after they leave the school grounds.

DRESS CODE

The Episcopal Day School maintains a code of dress and grooming consistent with its character. The code contributes to a constructive learning environment and helps to build sound personal habits and a positive self-image. Hair must be neat and clean and out of the eyes. Parents are expected to support this policy by ensuring that their children wear only the approved school uniform. Uniforms, as prescribed by the School Board, are to be worn at all times.

Parker School Uniform Company, 614 Ed Carey Dr., Harlingen, is our uniform supplier. Information concerning the approved school uniform and Parker School Uniform Company may be obtained from the school office.

The dress uniform is a required purchase. Uniforms are to be clean and neat in appearance and labeled with the student's name at all times. All students must be dressed in regulation uniforms daily except for T-shirt day or as otherwise specified by the Administration. The School Board has the final authority for any changes in the uniforms.

Blue Jean Day (Fridays)

On Fridays, students are allowed to wear:

- blue denim jeans, capris, or knee-length shorts or skirts (no frayed cuffs, pants with holes, or patches) – no baggy jeans and no hipuggers. Belts must be worn with all jeans, capris, and shorts that have belt loops.
- t-shirts: EDS, St. Jude, Science Fair-sponsored, scout t-shirts, EDS sports team t-shirts, BANSAs t-shirts, Chess Team t-shirts, or plain red or blue t-shirts (no other designs). During the months of October and December and the first 2 weeks of February, students are allowed to wear appropriate Halloween, Christmas or Valentine apparel (t-shirts, socks, etc.).

Hair

Hair must be neat and clean and out of the eyes.

P.E. Uniforms

All children in grades three through six are expected to wear P.E. uniforms as prescribed by the P.E. instructor and School Board. Information concerning P.E. uniforms is available at the school office. Students should dress-out for P.E. Monday-Thursday to avoid having points deducted from their grade.

Sweatshirts and Sweatpants

Sweatshirts and sweatpants (EDS or plain navy or red) may be worn for P.E. at any time and will be allowed in the classroom only in cold weather – on or about 50 degrees or below.

Violations

Violation of the dress code will result in parent notification by telephone and/or a violation slip sent home with the child. If the problem persists, the student will be sent home. If the dress code is not adhered to, the administration reserves the right to revoke “Blue Jean Day” at any time for the student in violation.

EMERGENCY CLOSING

If at any time, due to inclement weather, the Brownsville public schools announce their decision to close their schools, the Episcopal Day School will also close.

EPISCOPAL DAY SCHOOL WEEK

Episcopal Day School Week, as set by the National Association of Episcopal Schools, is observed each year in October. The students and teachers make a special effort to prepare for this important time. Parents are urged to visit the classrooms on Wednesday of that week.

ENDOWMENT FOUNDATION

The Episcopal Day School Endowment Foundation was created for and is to be operated exclusively for the purpose of endowing the construction, operation, and maintenance of the Day School of the Church of the Advent, Episcopal. It is this Endowment Foundation that secures the future of the School. The Office of Development is committed to developing ongoing sources of income for the School Endowment Fund and for Financial Assistance. A donation to the Endowment provides continuous income to the school while the principal of the gift remains intact. Gifts for financial assistance allow EDS to continue to provide educational opportunities to families that desire an EDS education for their children but might not be able to afford the full tuition payment.

FIELD TRIPS AND PARENT CHAPERONES

The teachers are in charge of all field trips. They will establish or approve the itineraries and agendas for all trips with approval of the Director. Parents are expected to follow these plans and remain with the group at all times. Vehicles should travel with a “buddy” system and cell phone numbers should be exchanged. **(However, cell phones must not be used for personal business during the field trip.)** All drivers should follow the route outlined on the map given to them prior to departure. Each vehicle must have one seat (or booster seat as prescribed by state law) and seatbelt per child. Field trips are designed for the education and enrichment of the students. Any parent chaperoning is expected to provide leadership and cooperation with the teachers in ensuring a safe and enjoyable time for all students.

All school field trips are considered an extension activity of the school. Therefore, all rules and guidelines that are appropriate for school will also be deemed applicable and appropriate for the field trip. Consequently, the consumption of alcoholic beverages, the use of any tobacco product, and the use of improper and/or profane language are strictly forbidden.

While on the field trip, chaperones **must not** provide students with extra snacks, treats, or souvenirs. The classroom teacher is responsible to ensure **all students receive similar field trip benefits**. Attitude on the field trip is important. The students will pick up on any negative comments and attitudes. Few field trips go exactly as planned. If you have concerns or comments, meet with the teacher(s) after the trip and discuss them. Teachers appreciate and encourage any and all constructive criticism.

FINANCIAL POLICY

Day Care Fees

- Day Care fees are billed directly from the school office.
- Day Care payments are due on the 10th of every month to the school office. After the 10th of the month, a \$15.00 late fee will be assessed.

Delinquent Tuition and Fees From The Previous School Year

In order to be allowed to register for the new school year, all unpaid tuition, Day Care fees, and other financial obligations of the previous school year as well as the summer months' tuition payments for the new school year must be up-to-date.

Early Withdrawal

Tuition refunds for withdrawals occurring at any time before or after the first day of school will be reviewed and acted upon by the Administration on a case-by-case basis. We request at least thirty (30) days notice if a student is to be withdrawn.

Financial Assistance

A limited amount of tuition assistance is available for registered students in whose families are experiencing economic difficulties. Normally, requests for such assistance should be made at the time of registration. However, since such circumstances often are unpredictable, families should not hesitate to inform the Administration of their need whenever it may arise during the year. Application for financial assistance does not guarantee that financial aid will be awarded.

Financial Assistance Application Procedures

Indicate your interest in applying for Financial Aid on your child's admission application or notify the Administration of your interest if your need arises sometime during the school year. The Business Manager will explain financial aid application procedures. (If financial assistance is required by the time the first tuition payment is due in June, then the application must be submitted by April 15th.) Financial Aid applications are accepted throughout the year. Awards are based on availability of funds.

- Copies of your most recent IRS Federal Form 1040, 1040A or 1040-EZ include any supporting schedules (or your Declaración Anual de Personas Físicas with supporting schedules from Mexico). If an applicant and a co-applicant file separate returns, both tax returns for the same tax year are required.
- Copies of your most recent W-2 Wage and Tax Statements for both you and your spouse.

- Supporting documentation for household Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.
- Payment of a non-refundable \$20 application fee.

After the application is reviewed by FACTS Grant & Aid Assessment, it is then reviewed by an EDS committee composed of the Administration and the Rector. Financial Aid is awarded when applicable before June 1st. Financial aid, if awarded, is only applied to tuition. Day Care and other school fees are billed apart from any financial aid. **Please understand that tuition, Day Care fees, and other EDS financial responsibilities must stay current in order to retain financial assistance.**

Failure to pay tuition, Day Care fees, and/or any other financial obligations owed to the Day School by the arranged date constitutes grounds for dismissal unless satisfactory arrangements have been made with the Administration and/or the business manager.

Late Payments

It shall be the responsibility of each family to keep our business manager informed of their need to make any changes in the preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late:

- **Payment in Full.** When full payment has not been made by August 15th, the family will be contacted within five (5) days by the business manager concerning the missed payment, and alternative tuition payment options will be offered. If funds are not received according to a new agreement, all tuition payments must be made through the FACTS Tuition Management Plan.
- **Monthly Payments.** Families who choose the twelve (12) month payment plan and miss a monthly payment due to insufficient funds will be assessed a \$25.00 missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS within twenty (20) days and may be re-attempted up to three times.

Late Registration

Families registering after June 5th will be given the option to catch up with the summer months' payments that were missed upon registration or to split the missed summer payments balance among the rest of the school year's monthly payments.

Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be in attendance according to a formula established by the EDS School Board.

Returned Checks

There will be a \$25.00 fee on every Day Care, Lunch Packing Parents, school fund-raiser, or any other school-related payment check that is returned due to insufficient funds, account closed, or for any other reason. After two consecutive returned checks, only money orders will be accepted for the remainder of the school year.

Tuition

Tuition, as set by the EDS School Board on an annual basis, is to be paid according to one of the following payment plans. (Each family's preferred manner of payment must be submitted each year at the time of student registration.) Options are as follows:

- **Payment in Full.** Under this plan, the entire amount of tuition is to be paid on or before August 15th. This payment may be made directly to the school office in the form of a check or money order.
- **Monthly Payments.** Under this plan, the entire amount of tuition is paid monthly over a twelve (12) month period beginning in June and ending in May of the following year through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through your checking or savings account. Current families choosing this option will be re-enrolled with a \$38 fee applied between February and May. New families choosing this plan will complete a FACTS agreement form to authorize the automatic monthly payments on either the 5th or 20th of each month. FACTS charges a \$38 non-refundable enrollment fee per family. For more information on FACTS Tuition Management Company, visit their website at www.factsmgt.com.. It is very important that parents understand the company's withdrawal procedures.

Tuition and Day Care Delinquency

School families failing to pay tuition according to the agreement which they have made with the school, or who have been unwilling to make suitable alternative arrangements with the Administration and/or the business manager will be informed that their children will not be readmitted to school according to the specifications of this policy.

Specifically, families who have missed two (2) monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their children will not be readmitted to school or Day Care on any date deemed necessary by the Administration, on a case by case basis.

In addition, all families must be current in their payment of tuition and Day Care fees as follows:

- **If tuition and/or Day Care fees are delinquent as of August 20th**, students will not be admitted on the first day of school.
- **If tuition and/or Day Care fees are delinquent as of December 20th**, students will not be readmitted on the first day of class in January.
- **If tuition and/or Day Care fees are delinquent as of the Spring Break holiday**, students will not be readmitted on the first day of class following Spring Break.
- **If tuition and/or Day Care fees are delinquent as of May 20th**, students will not receive report cards and permanent records will not be released.

- The Episcopal Day School has a Severe Weather/Building Level Crisis management plan. The faculty and staff are well versed in the procedures that they must follow if any type of crisis occurs.
- Fire drills are conducted in accordance with state and local regulations. The school conducts fire drills monthly to prepare students to exit rapidly from the building in an orderly manner should such an emergency arise. Emergency evacuation and relocation plans are posted in each room used by the students.
- A severe weather drill and an intruder drill are also conducted annually too prepare students to maintain self-control in case an emergency should arise.
- Students are urged to cross the parking lot with extreme care. Running on the arcade is strictly forbidden. Playground equipment is to be used only during class time under supervision.
- The Episcopal Day School is not responsible for students who return after school to the campus or playground.
- In accordance with mandated federal guidelines, the Episcopal Day School has been inspected for asbestos. The inspection was executed by Certified Environmental Management of Austin, Texas, utilizing accredited personnel as required. The results of this inspection, which have been incorporated into a Management Plan, are available for public inspection. The plan may be reviewed in the school administrative office. If you require further information concerning our Management Plan, contact Ruben Rodriguez through the school office. Mr. Rodriguez is an AHERA designated person, accredited under TSCA Title II by the Environmental Compliance Group, Inc.
- In accordance with mandated state guidelines, the Episcopal Day School is inspected annually by a local sanitation official and a local fire marshal. The water supply is also inspected to determine whether it is sanitary and meets the standards of the Texas Natural Resources Conservation Commission. Measures are taken to keep the facility free of insects and rodents. The building, grounds, and equipment are cleaned, repaired, and maintained to protect the health of the students. A gas-pipe inspection is also conducted and documented on an annual basis.
- CPR and First Aid training for members of the staff is updated on a yearly basis.

FUN AND FELLOWSHIP

Activities are planned during the year that bring families, faculty, and staff together for fellowship. These activities include a Back-to-School Picnic and a Spring Bar-B-Que and Dessert Auction. These “gatherings” have proven to be great fun and most entertaining for all involved.

GIFTS AND MEMORIALS

Tuition covers only a small portion of the full cost of operating the school. The Episcopal Day School welcomes any gift in the form of a donation or memorial. Gifts may be designated for a specific use, such as for financial aid, or the library. If not specified, gifts will be left to the discretion of the Administration and/or the School Board. A memorial or gift donation form is included in this book. (Please, refer to “DONATIONS” located at the front of this booklet.)

HOURS OF OPERATION

Class Hours

3K:	8:00 – 11:45
4K & 5K:	8:00 – 12:00
1 st – 3 rd :	8:00 – 3:10
4 th – 6 th :	8:00 – 3:25

(3K – 6th grade classrooms are opened at 7:50 a.m. or earlier at the discretion of the teachers.)

Supervised Hours

School personnel supervise students from 7:30 a.m. until 3:40 p.m.

Day Care Hours

For information on Day Care hours, please refer to the Day Care section of this handbook.

LIBRARY

The importance of reading is stressed in all grade levels at the Episcopal Day School. Students are encouraged to use the library often to check out books and reading material. Donations of books or money for the library are gratefully accepted and appreciated. Donations of “used” books will become a part of the library’s collection within the guidelines of the library’s selection policy.

Books from the library are to be properly treated and cared for. Parents will be billed for books that are not returned and for books that have been damaged by negligence. Students in grades one through six will be expected to return their books on time or will be fined 10¢ for each day the book is late (excluding holidays or weekends). If a book is misplaced or lost, the day-to-day fines will continue to accumulate until the book is returned or paid for. Books that are found during the school year may be returned to the library for a refund less any fines for damages. A student's report card may be held at the end of the six weeks until any outstanding charges are cleared by the librarian.

Parents/grandparents, etc., may participate in the Birthday Book Club. They are invited to have their child's birthday recognized by giving a book to the school library. Once a donation has been received, the librarian will purchase a book and insert a plate bearing the child's name as honoree.

The honoree will then be given the opportunity to check it out first. This project promotes the value of reading and gives students a sense of pride in contributing to the library's growth.

LIMOUSINES

DO NOT ARRANGE FOR A LIMOUSINE TO PICK UP CHILDREN ON THE SCHOOL GROUNDS.

LINES OF ORGANIZATION

- Give the staff the benefit of the doubt. Realize that the child's reporting may be emotionally biased and may reflect only one side of the story.
- Realize that we have reasons for all rules and that we endeavor to enforce them as consistently and fairly as possible. Please do not criticize the school in front of your child, as this will reduce his/her respect for authority in general, resulting in less willingness to cooperate.
- Parent grievances will be heard. Parents are urged to discuss problems first with the child's teacher. If satisfactory results are not obtained, parents should proceed to the Administration and then to a member of the School Board, if necessary. [The Rector cannot solve school problems.] It is important to follow this procedure to eliminate unnecessary problems.
- Problems pertaining to the overall operation of the school should be addressed to the Administration.

LOST AND FOUND

Many articles of clothing, jewelry, supplies, etc. are lost each year. Clothes and other items are placed in a Lost and Found box that is located in the office. Parents and students should check the Lost and Found for any missing items. Items not claimed after a period of time will be donated to a needy cause. Students are discouraged from bringing unnecessary items and valuables to school.

MEDICAL GUIDELINES

Administration of Medication

The staff will only administer medication (including Tylenol) after parents have signed a waiver and according to the Texas Department of Protective and Regulatory Services standards and guidelines. Any medications brought by parents for their child/children must:

- be in the original container;
- be labeled with the child's name;
- be labeled with the date (if prescription medicine);
- include directions to administer the medication; and
- if prescribed, include the name of the physician prescribing the medication.
- be disposed of or returned to the parent when the child withdraws from the facility or when the medication is out of date.
- be refrigerated, if refrigeration is required, and kept separate from food;
- not be administered after its expiration date.

The staff must keep a record of the following and keep it for at least three months:

- the name of the child to whom the medicine was given;
- name of the medication;
- date, time, and amount of medication given; and
- name (not initials) of staff administering the medication.

Communicable Diseases

An ill child should not attend school if one or more of the following exists:

- The illness prevents the child from participating comfortably in school activities.
- The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
- The child has any of the following:
 - oral temperature of 100.4 degrees or greater; armpit temperature of 99.4 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates that the child can be included in the school's activities.
 - symptoms and signs of possible severe illness (such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting, etc.- two or more episodes in 24 hours), rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs until medical evaluation indicates that the child can be included in the school's activities.
 - a diagnosis of a communicable disease, until a medical evaluation determines that the child's illness is no longer communicable and the child is able to participate in the facility's activities.

Immunizations

Every students is required to have his/her medical records on file and up-to-date by the beginning of each school year. Students whose records are missing or incomplete will not be allowed to continue attending classes until the requirement is met. Parents will be notified by when immunizations are due.

Vision and Hearing Screenings

Vision and hearing screenings are administered to students in 3K, 4K, 5K, 1st, 3rd, and 5th grades and to any other first time entrant. Scoliosis screenings are also offered to the 6th graders. These screenings are conducted once a year.

PARENTAL RESPONSIBILITIES

It is imperative that parents realize their active participation is necessary for the successful operation of the school. Parents are reminded of the following responsibilities:

- Proper uniforms and appearance of their children.
- Notifying the school of any health changes, guardian change, telephone/address/e-mail changes, or any family situation that might affect the child's academic progress or behavior at school.
- Ensuring children arrive promptly and are picked up on time.
- Helping the classroom teacher by signing up for snacks, taking on the position of "Room Parent", and/or providing transportation for field trips.

PARENT / TEACHER CONFERENCES

There are two types of parent-teacher conferences: scheduled and special. There are two regularly scheduled conferences each year to discuss student progress (one in the fall and one in the spring). Both parents and teachers alike are responsible for contacting each other to schedule special conferences as needed. Parents are encouraged to communicate frequently with teachers by SCHEDULING special conferences but may not "drop in" before or after school, during a teacher's lunch period, or during class time.

PARKING LOT ETIQUETTE

The safety of our students is our top priority. In addition, children learn courtesy by watching it modeled by the adults in their life. The following rules have been designed with this in mind:

- Drive with extreme CAUTION on or near the school campus. Drive slowly.
- Do not drop-off your children across the street from the school and allow them to cross Coria Street without adult supervision.
- Do not park on the sidewalk on Coria Street.
- Do not stop traffic by dropping off your children along the Coria Street curb.
- Do not drop off children on Coria Street in front of the Faculty Parking lot near the Elementary Building.
- Do not cut in line. Stay in the “drive line” along the curb and wait your turn to let your child out.
- If you want to exit your vehicle to assist your children in disembarking, then you must park in one of the parking places. Do not exit your vehicle while you are parked along the curb.
- Do not park in a parking space reserved for Faculty.
- Between 7:45–8:00 and 3:00–3:40 please turn right onto Coria Street when exiting the parking lot. Otherwise, you will delay the movement of traffic.
- Do not enter the main parking lot by trying to drive through the exit.
- Pull as far forward as you can in the main parking lot before allowing children to exit your vehicles.
- Do not use the faculty parking lot located in front of the elementary building at any time during the day. This is for teacher parking only.

If any adult chooses not to follow these rules designed for the safety of the children, he/she may not be allowed to drive on school property.

PARTIES AND CELEBRATIONS

Two parties are held each year, generally at Christmas and on Valentine's Day. Any additional party or celebration must first be approved by the classroom teacher and the Administrator before planning is begun. Parents may be asked to help with refreshments for these parties.

Bouquets of flowers, balloons, stuffed animals, etc. will not be delivered to students in the classroom. Such items will be held in the office until the school day has officially ended.

Birthday Parties:

- **Invitations to birthday parties may not be passed out at school unless every child in the class is invited.**
- **Invitations must be given to teachers to distribute. Parents should never open students' backpacks to distribute invitations.**
- **AT NO TIME ARE BIRTHDAY CELEBRATIONS WHICH INCLUDE THE EXCHANGING OF GIFTS OR THE USE OF PINATAS ALLOWED.**

- Parents can bring treats for the entire class on a child's birthday. These treats will be served at lunch or at the end of the school day.

PHYSICAL EDUCATION

The physical education program of the Episcopal Day School teaches basic physical fitness skills; it is not a competitive program. Students are encouraged to participate in sports. The program encourages the child to develop a Christian, sportsmanlike attitude, both as a participant and as a spectator. P.E. uniforms are required for students in grades three through six. Children are expected to participate each day unless parents send a note requesting the child be excused because of illness. A doctor's note is required for a long-term absence from P.E. No privately owned sports equipment is allowed on campus.

PROMOTION OR RETENTION

A student is promoted if, considering his/her abilities, he/she has satisfactorily completed the requirements for the current grade. If the student has not satisfactorily completed the requirements for the current grade, he/she will be retained.

A Kindergarten student recommended for retention must attend summer school to be considered for promotion. To receive credit, no more than two (2) absences will be allowed.

A student in grade 1 thru 6 who has a yearly average below 70 in two or more core subjects will not be promoted. In 1st thru 3rd grades, the core subjects are Reading, Language Arts, and Math. In 4th thru 6th grades, the core subjects are Reading, Language Arts, Math, and Science. For each major subject with a grade below "70", except Science, a student must attend summer school to be considered for promotion. To receive credit, no more than two (2) absences will be allowed.

If a student is not retained, yet has a yearly average below 70 in one core subject, EDS strongly advises a summer school course in that subject to provide remediation and preparation for the next grade level. To ensure the academic rigor that is appropriate for our students, all teachers will begin the school year on grade level.

During the last week of summer school, students from grades 5K-6th will be given an exam in each subject not passed during the school year to determine mastery of skills and readiness for the next grade level. For students who were retained, the student must pass an exam (that has been approved by the Administration) in at least one of the two subjects failed in order to be promoted.

An alternative to summer school is private tutoring in the subject(s) failed. In the event a private tutor is used instead of summer school, a letter from the tutor documenting the hours the student was tutored in the subject(s) is required. The number of hours must be adequate for mastering the subject. In addition, the student must pass the same exam(s) required for promotion that students attending

summer school must take. The exam(s) must be scheduled by the parent and Administration and must be completed by the end of the second week of July.

RELEASE OF RECORDS

Copies of Permanent Records and Health Records will be released to a receiving school when that school applies directly by mail to the Episcopal Day School. Records will be released only when any outstanding debt owed to the Day School by the parent is liquidated. Such debt includes outstanding tuition and Day Care fees as well as unreturned school property.

RELIGIOUS INSTRUCTION

The Episcopal Day School is a Christian church school and religion is an integral part of its life. Each school day begins with a Chapel service in accordance with the Book of Common Prayer of the Episcopal Church. The Chapel service is usually led by the Director and/or the school Chaplain, who is an Episcopal clergyman. Instruction is based on the messages in the Holy Bible and not on the doctrine of the Episcopal Church. Parents are responsible for the religious journey of their own children, so the goal of the daily Chapel services is to learn respect for each other regardless of individual differences. Consequently, children are expected to behave in a reverent manner. Attendance and participation at daily Chapel service is required of all students and faculty without exception. Parents, relatives, and friends are invited to worship at any of the services. Any questions about religion, the Episcopal Church, and other related matters that directly impact the School need to be directed to the Rector at the Church of the Advent, Episcopal located at 104 W. Elizabeth Street.

SCOUTS

Scouting is not a school-sponsored activity. Parents are responsible for Scout meetings which are usually held after school. Only the meeting place is provided by the school. Permission and arrangements must be made in advance with the Administration. The meeting room must be left neat and clean.

SELLING OR DISTRIBUTING ITEMS ON CAMPUS

Selling items to classmates is forbidden except at the discretion of the Administration. Any material intended for distribution to the students must be approved by the Administration.

SNACK AND LUNCH PROGRAM

- Students in all kindergarten classes will be given a **HEALTHY** snack at midmorning. Traditionally, parents have provided the snacks after making the necessary arrangements with the teacher. Parents who provide snacks for the class are asked to select healthy snacks.

- Snacks should be age-appropriate for small children. Cut items such as grapes in half, and cut hot dogs into bite-size pieces to prevent choking.
- **The only occasion that sweets are allowed is on birthdays, after making arrangements with the student's teacher.**
- Students in grades one through six and kinder students who stay for afternoon Day Care bring their lunches from home.
- **IF A LUNCH IS FORGOTTEN, PARENTS ARE TO DELIVER THE LUNCH TO THE SCHOOL OFFICE NOT TO THE STUDENT'S CLASSROOM.**
- **DO NOT BRING YOUR CHILD A SPECIAL, PURCHASED, TAKE-OUT LUNCH** unless you plan to sit and eat with your children. Otherwise, your child will eat it in the office. This is discouraged.
- **Lunch boxes should be labeled.**
- Once a week, usually on Fridays, a special hot lunch can be purchased through the Lunch Packing Parents program. This program is operated strictly by dedicated parent volunteers. Information on this program is available at the school office.

SPECIAL PROGRAMS

The students participate in special programs at school throughout the year (i.e., Christmas, Charro Days, Easter). The students are expected to be present for these programs -- they are part of their grade. As these programs are often scheduled right before a holiday, please don't take your child out of school early. Programs make memories!

STUDENT ACCESS POLICY

It is the ultimate goal of the Episcopal Day School to provide a healthy and safe atmosphere for our students and teachers in order to facilitate learning. It is also realistic to expect that there will be occasions when there will be disagreements and disputes among students' custodians and/or parents regarding visitation and possession.

As the Episcopal Day School is not a law enforcement agency or in the business of interpreting legal documents, certain items must be on file with the office of the Episcopal Day School if any person who is a parent or has custody of any student is to be restricted access to that student. Those documents are:

- A certified copy of any court order or decree setting out any restrictions.
- Specific directions from the parent/custodian seeking the restrictions as to what restrictions are desired.
- Telephone numbers where the parent/custodian can be reached in the event of a dispute.
- Telephone numbers where the attorney representing the parent/custodian can be reached in the event of a dispute.

It is not within the ability of the Episcopal Day School to mediate or prevent disputes between parents/custodians. The Episcopal Day School will attempt to make every reasonable effort to prevent

attempts to violate custody/visitation orders, but it must be understood that the safety and well being of all students, staff, and the administration of the Episcopal Day School is of paramount importance.

STUDENT BEHAVIOR

A well-disciplined classroom is vital to teaching effectively and to learning efficiently. The Episcopal Day School tries to operate with a minimum number of rules and regulations. Rules are necessary to help students develop an inner discipline, which will allow them to achieve academically, to develop a concern for the welfare of themselves, their peers, and other people, and to develop a respect for property. Students are also expected to help maintain an attractive, clean campus by walking on the sidewalks, throwing trash away properly, and using and caring for all school property carefully.

The following offenses are considered absolutely unacceptable and warrant disciplinary action:

- lack of respect for school personnel and classmates
- destroying school property
- failure to obey
- fighting
- verbal abuse, obscene language, and/or gestures
- dishonesty
- vandalism
- leaving school grounds without permission during the school day
- continued inability to conform to standards of acceptable behavior in all school activities.

The Episcopal Day School uses the Love and Logic system of discipline. This system is based on 9 low stress strategies that enable educators to be more successful. The program is designed in such a way as to be adaptable to different teaching styles and to the uniqueness of the individual students. The goal is to turn some of the “power” over to students making them responsible for their choices and decisions. In this program there are 2 simple rules: “Don’t be a problem for others!” and “If you cause a problem, I will ask you to solve it.”

All students are expected to be well behaved not only in the classroom but also in Chapel, on the playground for recess, P.E., and at lunchtime, on field trips, and in all other school activities. Clearly, a major influence on a child's behavior comes from home. It is important that all parents support the discipline system. Failure to do so undermines the authority of the school and may result in the decision to sever the contractual tie between the parents and the school for the following year. It is imperative that we set a good example for our children by our behavior. Please keep this in mind particularly when dealing with each other, volunteering, and as a spectator at school-sponsored athletic activities. Bear in mind that children do not always listen to everything we have to say, but watch everything we do.

STUDENT RECORDS

- A cumulative school record, called a Permanent Record Card, is kept in the office for every student. This school record contains admission information, academic and testing records, and health records. Records are confidential and access is limited to school personnel.

- Class lists containing students' and parents' names, addresses, telephone numbers and parents' work numbers may be made available to the parents. Please notify the office in writing if you do not want such information released.
- Parents are responsible for notifying the office of any changes to be made on the student's records, including keeping the immunization record up-to-date.

SUPPLY LISTS

Supply lists for grades 5K through 6th are available by August 1st in the school office. Supplies are expected to be ready for use by the first day of school. All supplies must be labeled with the student's name. Parents are responsible for periodically ensuring that their children has have the supplies needed every 6 weeks and prior to the second semester.

TELEPHONE CALLS AND MESSAGES

The telephones are for school business only. Students are not permitted to use the telephones except at the discretion of the teacher, secretary, Administration. Emergency messages will be given to students via the school office. Parents must give instructions to children before coming to school to eliminate unnecessary phone calls. **When a student forgets books, assignments, etc., parents are asked not to bring them to school.** Students are expected to accept responsibility for their own actions.

TEXTBOOKS AND SCHOOL SUPPLIES

The Episcopal Day School issues textbooks and workbooks to students, as well as basic school supplies, but they remain the property of the school. The student is to keep the books covered and well maintained at all times. Students may not write in books or abuse them in any way. Parents will be charged the current replacement price for lost or defaced books. Each student is to have all the necessary classroom tools for school every day.

VISITORS AND VISITATION

- For the safety of our students and staff, **visitors must make an appointment** through the school office and **check in at the office** when they come for a visit at any time other than Episcopal Day School Week.
- Visitors are always invited to Chapel.
- Parents and grandparents are welcome to have lunch periodically with their child/children.
- The 6th grade students participate in a special church service at the Church of the Advent on the Sunday beginning Episcopal Day School Week. Visitors are always welcome at the Church.
- Each year on the Tuesday before Thanksgiving, the day is set aside for grandparents to visit, meet the Rector and Director, tour classes, attend Chapel, and celebrate with their grandchildren the joys of being at the Episcopal Day School.

WAYS TO BE A SUPER PARENT

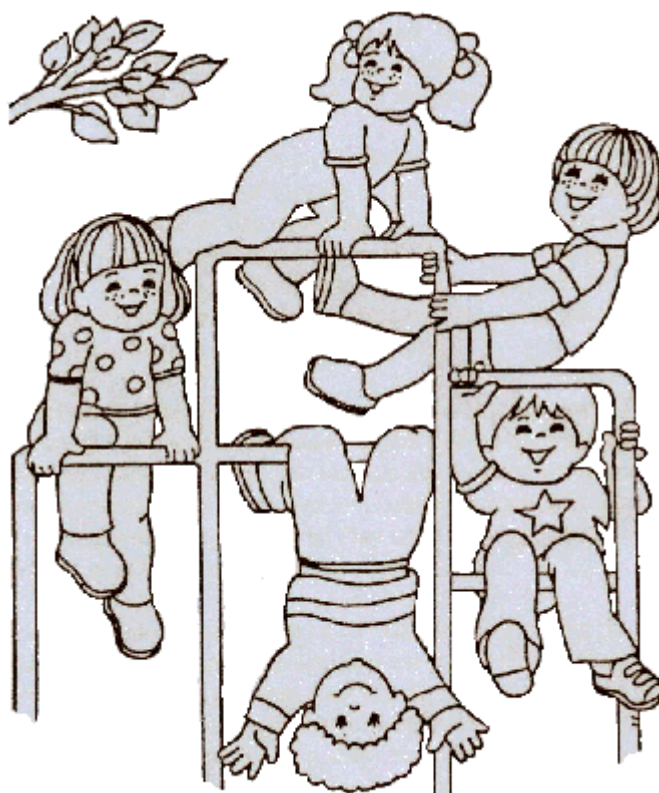
1. Give your children proper affection. Put your arms around your children and tell them often that you love them.
2. Spend time with your children. Far more than material THINGS, your children need your undivided attention. Try turning off your TV set a few hours in the evening. Listen to your children.
3. Discipline your children and train them to be accountable for their actions. Teach them the grace of apologizing and seeking forgiveness if they harm or offend another individual. If you promise you will discipline your children for infringement of a family rule, keep your promise. Consistency and integrity begin at home.
4. Keep promises you make to your children. If you promise a day with your family, keep it.
5. Do not criticize the teacher at mealtime (or any other time). The attitudes that you reflect towards the school staff will be mirrored in your children's attitudes.
6. Don't "make fun" of your children. Intimidation, sarcasm, or embarrassment of any kind can have a devastating effect on a child's emotional well-being.
7. Train your children to be courteous and friendly, but to be very selective when it comes to making close personal friends. Parents are responsible for the total environment of their children.
8. Train your children to be accountable for their words. Children can be extremely cruel to each other by their words. Teach your children the age-old adage: "If you can't say anything nice then don't say anything at all."
9. Show an interest in what your children are learning at school. Discuss with your children the subject material they are studying in the classroom. Most of what your children learn in school is interesting!

WITHDRAWAL OF STUDENTS

At least thirty (30) days advance notice is requested if a student will be withdrawn. If a student must withdraw from school, the parents must come to the office to request the withdrawal papers. All financial responsibilities must be met before the student is officially withdrawn. The school reserves the right to insist upon the immediate withdrawal of any student whose presence in the school is considered detrimental either to the other students or to the school's best interest, whose accounts receivable are in arrears according to EDS policy, or whose required records are not up-to-date. Tuition refund for withdrawals during the school year will be reviewed and acted upon by the School Board.

Day Care Handbook

The Episcopal Day School
34 North Coria
Brownsville, Texas 78520-8310
956-542-5107
Day Care Extension, #345



A Program of Caring For Children

Sandra M. Garza
Director of Day Care

Dear Parents,

We consider our Day Care Program to be a very important service offered to the parents and students of the Episcopal Day School, and consequently we take our **Mission** very seriously. [**Mission Statement: to provide early morning and after school Day Care for the students of the Episcopal Day School in a secure, nurturing, interactive environment where emphasis is placed on instilling in each child a love of learning and a respect for himself/herself and others.**]

Our philosophy parallels the purpose and philosophy of the School. The Day Care staff recognizes our role in reinforcing the values by which we hope our students will live: respect for others regardless of their differences, responsibility, honesty, integrity, and compassion. We do this by providing a safe and nurturing environment, through Christian guidance, and through modeling positive acceptance and interaction with peers and adults. We furnish the students with the opportunity to develop these values through a myriad of activities including collaborative play, individual exploration of learning materials, creative art projects, story time, etc.

Our Day Care Program has been licensed by the Texas Department of Human Services since 1987. We are regulated by the Texas Department of Family and Protective Services and are required to meet all state standards and guidelines for day care centers. We are monitored by state officials, who visit our school to check records, child/staff ratios, space requirements, etc. A copy of the *Day Care Center Minimum Standards and Guidelines* and a copy of the most recent Licensing Inspection Report are available in my office for your perusal. You can also contact the TDFPS at any time by calling 956-316-8275 or 956-547-7226, or by visiting their website.

All Day Care personnel are required to meet state mandated requirements. A part of these requirements includes attending 15 + hours of seminars a year. [This does not include the First Aid and Adult and Child CPR training that they must attend annually.] Techniques and strategies learned at these seminars provide the staff with opportunities to periodically adjust the Day Care Program and to expand or alter their roles, all of which enhances our effectiveness with the students. This includes daily lesson plans prepared in advance.

The Day Care Staff and the Administration make all decisions concerning the program under the following conditions: they are made collaboratively, they are in the best interest of the students, and they are based on research and/or good practice. Our beliefs, assumptions, and decisions are in constant review and discussion. We meet frequently to review concerns, strategies, progress, etc. We also deliberate on how to maintain and improve our existing physical facilities and Day Care resources in order to assure that our students are in a safe and secure environment.

This informational handbook has been prepared to give you some insight into who we are and what we do and to hopefully allay any concerns that you might have. We look forward to working with you to provide understanding and loving care for each individual child enrolled in our Day Care Program. Remember that our door is always open for parents to visit Day Care and participate in our activities. Do not hesitate to contact me if you have any questions or concerns about our policies or procedures.

Sandra M. Garza, Director of Day Care

ENROLLMENT REQUIREMENTS

- To be eligible for the EDS Day Care Program, a child must first be enrolled as a student at the Episcopal Day School.
- A Day Care Enrollment Information Form to comply with the Texas Department of Family and Protective Services must be completed.
- All up-to-date immunization records and results of TB testing must be on file in the main office.
- By signing and dating the Parent's Guide to Day Care Form, both parents and children agree to abide by the guidelines and policies of the Day Care Program at the Episcopal Day School.
- The Episcopal Day School does not discriminate against any child based on the child's race, color, creed, national/ethnic origin.

FINANCIAL POLICY FOR DAYCARE

Automated Timecard Machines

- Students are clocked in or clocked out of Day Care at one of three timecard stations – two are in the Kinder Building, and the other is in Jones Hall.
- This system facilitates our billing and allows families to keep track of the total number of hours their children have attended Day Care.

No Registration Fee

- **A \$5.00 (Five Dollar) User Fee per Month per Child** will be charged in addition to the hourly Day Care Fees for services rendered.

Monthly Day Care Rates

- 0-15 hrs. = \$3.00 per hour
- 16-25 hrs. = \$2.50 per hour
- 26-50 hrs. = \$2.25 per hour
- 51 + hrs. = \$1.75 per hour
- There will always be a minimum of a \$2.00 charge per month for any month Day Care is used less than 1 hour and more than 5 minutes. Please note that there will also be the \$5 User Fee [Refer to "No Registration Fee"] along with the minimum charge.

*****WE UNDERSTAND THAT INDIVIDUAL PARENTS OR CARPOOLS MAY SOMETIMES RUN A FEW MINUTES LATE, BUT IN ORDER TO BE FAIR AND CONSISTENT TO ALL FAMILIES, WE MUST ABIDE BY THIS POLICY UNIFORMLY.**

Payments

- Bills will be e-mailed to you or mailed to your specified address at the first of every month.
- Payments received after the 10th of the month will be assessed an additional late fee of \$15.
- After 5:45 pm, a late pick-up charge of \$1.50 per minute will be assessed. [Refer to "Grace Periods.]

Grace Periods

- Once a child is clocked into Day Care, a 5-minute grace period is allowed monthly before charges are incurred.
- Day Care ends at 5:45 pm each day. After a 5-minute grace period, a **\$1.50 per minute late pick-up charge will be assessed.**

For more financial details, please refer to the Financial Policy section of this handbook beginning on page 27.

PERTINENT INFORMATION

Hours of Operation

- For 3K-6th grade students, early morning Day Care is available in the Health/Art room from 7:00 to 8:00 am. The Day Care rates will apply.
- For 2nd-6th graders, Day Care is available from 7:30 a.m. to 7:55 a.m. at the picnic area. (This is a free service.)
- After school Day Care is also available. For 3K students, this time is 11:45 p.m. For 4K and 5K students, this time is 12:00 p.m. For 1st thru 3rd graders this time is 3:10 pm. For 4th thru 6th graders, this time is 3:25 p.m.
- All students who have not been picked up during regular dismissal are automatically placed in Day Care pending the arrival of their parents/guardians. For 3K students, this would be at 12:00 p.m., for 4K and 5K students, this would be at 12:15 p.m., for 1st thru 6th graders, this would be at 3:40 p.m.
- After school Day Care ends at 5:45 p.m.

Dismissal Policy

Refer to page 24 for the school's dismissal policy.

School Holidays and No-School Days

- Our Day Care Program observes the same holidays observed by the school. It will be closed for Labor Day, Thanksgiving, the Christmas holidays, Charro Days, Spring Break, Easter holidays, Memorial Day, early dismissal days, and during the summer break.
- Day Care will be provided on parent-teacher conference days and Mid-Year Teacher Work Days.

Change of Clothes

Please provide your child's Day Care staff with a change of clothing. Accidents do happen on a regular basis, and the staff wants to be ready. The clothing must be marked with your child's name and placed in a plastic bag for easy storage.

Lunch and Snacks

3K, 4K, and 5K students, who stay for Day Care after dismissal of their classes at 12:00 pm, must bring a lunch. Lunch usually begins around 12:15 pm, and parents and grandparents are always welcome to join their kindergartner for lunch. Suggestions that will help make lunchtime run smoothly are:

- Be sure your child's lunch box is clearly marked with his/her name.
- Please send everything your child needs at lunchtime including spoons and forks for special food items, napkins or a paper towel, etc.
- Prepare food so that it is ready to eat (i.e., if your child eats his fruit peeled and cut up, please send it that way).
- The Day Care staff will be happy to heat any hot dogs, soups, leftovers, etc. in the classroom microwave.
- Please spend some time teaching your child to open and close his/her thermos bottle, as well as the lunch box.

An afternoon snack will be provided by the Day Care Program for all students in Day Care. If your child has any food allergies, please inform the Day Care Director, and fill in the designated section on the Day Care Enrollment Information Form.

Weekly menus are posted near the time card machines in the Kindergarten building and in Jones Hall.

The Day Care staff has undergone food-handler training through the Brownsville Department of Public Health. This training is updated on a yearly basis, and our food-handler licenses are posted in both the kindergarten kitchen and the kitchen area in Jones Hall.

Naps

All children attending Kindergarten Day Care will be required to lie down for 1 hour per day. This rest time is basically from 1:00 pm to 2:00 pm. Our Day Care staff provides each child with his/her own mat and blanket. Our blankets and mat covers are laundered on a weekly basis. If your child wishes to use a special pillow or blanket, please make sure they are properly marked with his/her name, pick them up at the end of the week to be laundered, and return them the following Monday. We ask that you not send stuffed animals or other items for your child's naptime - this can create a slight disruption in our routine.

DISCIPLINE AND GUIDANCE POLICY

Positive discipline and guidance in our Day Care Program is designed to promote self-discipline and acceptable behavior. Our system is based on mutual respect where each child is viewed as a person, as a valuable source, with worthwhile ideas and skills.

We notice and praise what the children are doing right. This builds up their self-esteem and self-respect as well as creating a relationship that brings out the best in both the children and the Day Care staff. It also allows the staff to be what we are meant to be, the bearers of success messages for the children in our influence and care. For more information on our Discipline Policy, refer to Student Behavior, p.38.

MEDICAL GUIDELINES

The Day Care Staff follows the same Medical Guidelines found on pages 33 and 34 of this handbook.

Procedures for Handling Medical Emergencies

If a child becomes ill while in our care the Day Care staff will:

- Contact the parent to pick up the child
- Care for the child apart from other children
- Give appropriate attention and supervision until the parent picks up the child
- Give extra attention to sanitary measures in case of vomiting and diarrhea

In case a critical illness or injury requires immediate attention of a physician the Day Care staff will:

- Contact the parent and the physician identified on the child's record
- Give the child first-aid treatment or CPR if needed
- Contact emergency medical services

INSPECTIONS, FIRE SAFETY, AND EMERGENCY PRECAUTIONS

- The Episcopal Day School is inspected annually by the Brownsville Department of Public Health, the Brownsville Fire Marshall's Office, Texas Gas Service to check the gas lines, a fire extinguisher company to check our fire extinguishers, and is under contract with a local pest control company.
- Fire drills are conducted on a monthly basis, and fire alarms and fire extinguishers are both checked monthly by the Day Care Director.
- The school has a Severe Weather and Building Level Crisis plan which was put into effect during the 1999-2000 school year, and severe weather drills are conducted twice yearly.

DONATION

Date: _____

Enclosed is \$ _____

This donation is a gift from:

Name: _____

Address: _____

City, State: _____

Special Purpose: _____
(Ex: EDS Endowment, Library, Financial Aid,
Fine Arts, Physical Education, Technology,
Faculty/Staff Endowment, Maintenance
Endowment, Annual Fund, Operating Fund)

In Memory of:

Name: _____

Please send acknowledgement card to:

Name: _____

Address: _____

City, State: _____

In Honor of:

Name: _____

Please send acknowledgement card to:

Name: _____

Address: _____

City, State: _____

In Thanksgiving For:

Name: _____

Please send acknowledgement card to:

Name: _____

Address: _____

City, State: _____