

# Tate Springs Weekday Education

## Parent Handbook

### Mission

Tate Springs Weekday Education exists to glorify God by providing a Christ centered education to students in a loving and nurturing environment. Our mission is to ensure each student grows academically, physically, spiritually, and emotionally through a well-rounded educational experience.



# Table of Contents

## **Administrative Information**

Enrollment .....	3
Contact Information .....	3

## **Operational Policy and Procedures**

Arrival and Dismissal Procedures .....	3
School Closing .....	4
Financial Policies .....	4
Emergency Procedures .....	5
TSCS Absence/Tardy Policy (K – 6 <sup>th</sup> ) .....	7

## **Student Health**

Student Health .....	7
Health Records .....	8
Dispensing of Medication .....	9
Illness/Injury Reports .....	9

## **Student Life**

Student Dress Code .....	10
Lunch .....	11
Rest Time .....	11
Field Trips (K – 6 <sup>th</sup> ) .....	11
Playground Rules .....	12
General School Rules .....	12
Holidays/Birthdays .....	12
Discipline .....	13
Citizenship/Character Counts (K – 6 <sup>th</sup> ) .....	14

## **Academic Life**

School Supplies .....	14
Report Cards/Grading Scale .....	15
Make-Up Work (K - 6 <sup>th</sup> ) .....	15

## **Parental Involvement**

Parental Involvement .....	15
Parental Notifications/Communication/Professional Education .....	16

## Enrollment

**Tate Tots Preschool** accepts children from the age of 12 months through 4 years of age.

**Tate Springs Christian Preschool** accepts 3 and 4 year old children.

**Tate Springs Christian School** provides classes for children in Kindergarten through 6<sup>th</sup> grade.

1. Children will be placed in class according to their age as of September 1<sup>st</sup>. Children must be potty trained to be placed in the 3 or 4 year old classes.
2. Tate Springs Weekday Education reserves the right to move a child from one class to another based on developmental needs or class size.
3. All enrollment forms, immunization records, healthcare form, registration fee, and lab fee (if applicable) must be turned into the school office before a child is allowed to attend class.
4. Please notify the school at least 2 weeks in advance should it become necessary to withdraw your child from the program.
5. After enrollment, Tate Springs Weekday Education program reserves the right to dismiss any child that seems unprepared for a group experience or if a parent's behavior toward a child, staff member, or another parent is deemed inappropriate. The decision for dismissal will be made after conferring with the parent, teacher, administrator, and appropriate pastor/minister.

## Contact Information

<b>Tate Tots Preschool</b>	817-478-4003
<b>Christian Preschool</b>	817-478-2717
<b>Christian School</b>	817-478-7091
<b>Financial Office</b>	817-478-2717

## Arrival and Dismissal Procedures

### **School Hours:**

**Tate Tots Preschool** - 8:30 AM to 3:00 PM.

Before Care begins at 7:30 AM and After Care ends at 4:00 PM

**Tate Springs Christian Preschool** - 8:15 AM to 3:15 PM

Before Care begins at 7:15 AM and After Care ends at 4:30 PM

**Tate Springs Christian School** - 8:15 AM to 3:15 PM

Before Care begins at 7:15 AM and After Care ends at 4:30 PM

1. Preschool parents must walk their children to and from the classroom.
2. Kindergarten students may be picked up under the portico on the east side of the building from 3:00 PM – 3:15 PM. After 3:15 PM they may be picked up through the car line at the front of the building or by coming inside.

3. Students in 1<sup>st</sup>- 6<sup>th</sup> grade can be picked up by an authorized adult in the car line or by coming inside. Authorized adults should have their pick-up sign with them, whether they are picking up in the car line or inside; or be prepared to show a valid ID.
4. All visitors must check in at the school office and obtain a visitor's badge.
5. Children will **ONLY be dismissed to those persons authorized on the enrollment form**. Any changes to this form must be given to the school staff by the parent. In an emergency situation, a person not listed may pick up the child if the parent calls the office and verifies their own driver's license number and then gives the school the name and driver's license number of the person authorized to pick up the child. Upon arriving at the school, the person picking up the child must report to the office with their driver's license, which will be copied and placed in the student's file. If an aftercare/daycare program picks up your child, they must be listed as an authorized pick up.
6. The school has no legal authority to refuse either parent the right to pick up their child unless a court has granted temporary or permanent custody to one parent or to a third party. The school must have a copy of the order bearing the court's signature.
7. Children WILL NOT be released to siblings younger than 16 years of age.
8. Because we are a state licensed facility and are required to maintain files for each student as to immunizations, etc. we cannot accommodate drop-ins or visiting children in the classroom.

### School Closing

All Tate Springs Weekday Education programs will follow the ruling of Arlington ISD regarding weather/emergency closings and delays. In the event of severe weather or community emergency, please tune in to local radio and television for closure and delay information. If possible, an email will be sent through the school system or a Facebook post alerting you of the closure or delay.

### Financial Policies

For **Tate Springs Christian Preschool and Tate Springs Christian School**, tuition will be paid in ten equal monthly payments when enrolled by August 15<sup>th</sup>, or nine equal monthly payments when enrolled after August 15; or tuition may be paid in full at the beginning of the school year to receive a 5% discount. For **Tate Tots**, tuition will be paid in nine equal monthly payments. For the sake of your family's security and peace of mind and for the general financial stability of our school, we encourage parents or guardians to contact the finance office as soon as possible when they are anticipating economic difficulties.

1. Registration and lab fees are due in full when enrolling each school year and reserve each child's place in the classroom. These fees are **non-refundable**.
2. Tuition is due on the 1<sup>st</sup> of each month, beginning August 1<sup>st</sup> for TSCP/TSCS and September 1<sup>st</sup> for TATE TOTS. We accept cash, check, or money order. Bill pay through your bank is free of charge. Online options through RenWeb's third party biller include E-check, Mastercard, Discover, and American Express. Any returned checks or credit payments will incur a \$25 return fee. There will be a \$25 late charge for any payments received after the 10<sup>th</sup> of the month. **Statements are emailed from the finance office.**
3. When tuition is 30 days late, you will be notified by email and be given 15 days to bring your account current. If your account is not brought current then your child may be subject to dismissal. The administration will inform parents if this situation occurs.
4. Student records will not be forwarded or released until all accounts are clear.
5. Enrollment for the following school year is contingent on the family's account being clear.
6. Before and After School Care are available for one hour prior to the start of class and for one hour after school dismissal. The charge for this service is \$5 per session for one student and \$10 per session for two or more students. You will be charged \$2 per minute for late pickups. Fees will be charged each week and added to your tuition at the end of the month. You will receive a statement that reflects tuition, plus the Before/After School Care amount.
7. Tuition is a yearly amount that is divided by 10 (9 for Tate Tots) monthly payments for your convenience. Full tuition is still due even if your child is absent for any reason whatsoever.

### Emergency Procedures

If you witness an emergency situation, dial 911 on any telephone RIGHT AWAY.

Tate Springs Weekday Education (TSWE) has developed a comprehensive Emergency Operation Plan that covers a wide variety of emergencies, and serves as a guide to help staff respond swiftly, should a crisis occur at our school. Fire drills are held each month and severe weather and active intruder drills are held each quarter.

In the event of a real or potential threat to the school, either on or nearby the campus, TSWE staff will initiate appropriate emergency procedures, according to the level of threat. In most cases, the intent of our response will be to protect staff and students by keeping them sheltered indoors. Our first reaction is NOT to evacuate the school, or to allow students to leave campus.

## **Parent/Guardian Response:**

While our ultimate goal in response to a threat is to safely reunite students with their families, our primary goal remains the immediate safety of all persons involved.

Parents, guardians, and family members can help the MOST, in pursuit of these goals, by responding in the following ways:

1. **Do not come to campus.** If there is a threat on/near campus, i.e. if the school has initiated emergency procedures, extra persons in the vicinity will not deter or diminish the threat, but may only exacerbate the situation and divert critical safety/emergency resources away from where it is needed most. Please do not come to the campus.
2. **Keep school telephone lines clear.** If the situation on campus demands unhindered, immediate communication with safety/emergency personnel, this cannot be accomplished when off-campus callers are attempting to get more information about the situation by calling the school. Rest assured that we will make every effort to communicate the details of a threatening situation at each appropriate opportunity. Please do NOT call the school.
3. **Check email messages and the school Facebook page.** When the situation permits, we will make every effort to communicate the details of any threatening situation, and what steps families might need to take in order to expedite achieving the ultimate goal of safely reuniting students with families. Checking email or the school Facebook page will be the fastest way to get the most accurate information.
4. **Do not post emergencies on social media.** If there is a threat on/near campus, i.e. if the school has initiated emergency procedures, posting information on social media may exacerbate the situation and could cause undue frustration and miscommunication.

At the conclusion of an emergency, you can expect to be notified about any changes to normal school release times or after school activities. Also, please remember that a student can only be released to an adult who is documented as an emergency contact. For the safety of your child, please ensure your family's emergency contact information is kept up to date through the school office. If any student or family emergency/contact information changes, notify the office as soon as possible.

## **Evacuation/Relocation Sites**

TATE TOTS – Primary: On Site, 4201 Little Rd, Arlington  
Secondary: Tate Springs Christian School, 4001 Little Rd, Arlington

TSCP & TSCS – Primary: On Site, 4001 Little Rd, Arlington  
Secondary: Tate Springs Baptist Church, 4201 Little Rd, Arlington

## TSCS Absence / Tardy Policy (Kindergarten – 6<sup>th</sup> Grade)

Attendance in the classroom is crucial for the development of students, both academically and spiritually. Unless it is an excused absence, it is expected that students be in attendance and punctual for all his/her classes. TSCS wants to partner with our parents/guardians to encourage the very best for our students in attendance and punctuality.

Absences from the classroom deprive a student from needed interaction and integration of a subject matter. Being tardy represents a lack of self-discipline that can be detrimental to a student's future endeavors and shows a lack of respect for fellow teachers and classmates. For this reason we will follow the following guidelines with regard to absences and tardies:

1. Attendance is taken at 10:00 AM daily. If the student is not present at this time, they will be counted absent for the day.
2. An excused absence is granted when a child is ill or when there is a death of a family member. For illness related absences, a parent note is sufficient for 2 days or less. For more than 2 days, a doctor's note is required to excuse the absences.
3. Realizing that family mission trips and vacations can be an important educational experience, an excuse absence MAY be granted if prearranged with the administration and classroom teachers. Please remember that a child can never really make up classroom concepts that have been missed; therefore, please try to arrange trips during holidays and summer vacation. Tuition WILL NOT be credited for missed days.
4. Students must maintain a 90% attendance rate for the year to receive credit for that school year. This includes excused and unexcused absences. If a student exceeds the maximum 10% absences for the school year, it will result in grade retention.
5. A tardy is given when a student arrives after 8:15 AM.
6. In any 6 week period, 6 unexcused tardies will result in a drop in letter grade for the student's first period class. 9 unexcused tardies will result in a drop in 2 letter grades for the student's first period class.
7. Every 3 tardies (excused/unexcused) a student accumulates will result in a daily absence and will count against the maximum 10% absences allowed each school year.
8. Students will be recognized for perfect attendance

### Student Health

We welcome your child to our program if he/she is healthy and does not exhibit signs of illness. If a child presents symptoms of illness, he/she will be removed from the classroom and the family will be contacted to pick him/her up. If your child will be absent from school, please notify the school office by 9:00 AM. We welcome your child to our program if he/she is free of the following symptoms:

- **Fever:** 100 degrees or over. The child must be fever free for 24 hours without the use of medication, before returning to the classroom.
- **Vomiting or Diarrhea:** The child must be symptom free for 24 hours without the use of medication, before returning to the classroom. If vomiting occurs during the school day, parents will be called and asked to pick up the child immediately.

After two episodes of a watery bowel movement at school, a parent will be notified and may be asked to pick up the child.

- **Skin rash:** If the child has undiagnosed skin rashes or sores, the child may not attend school. Diagnosed rashes may need to be covered.
- **Inflamed Throat and/or Mouth.**
- **Eye/Nose Drainage:** If thick discharge is draining from the eyes or nose (even associated with allergies).
- **Pinkeye or any other eye infection:** The child must be on antibiotics for 24 hours before returning to the classroom.
- **Respiratory Symptoms:** If the child exhibits difficult, rapid, or shallow breathing or excessive coughing or sneezing, the child may not attend school. If the child makes high pitched croup or whooping sound after he/she coughs, and the child is unable to lie comfortably due to continuous cough, the child may not attend school.
- **Unusual irritability or fatigue:** If the child looks or acts differently, is unusually tired, pale, lacking appetite, confused, irritable, or difficult to awaken, the child should remain home for further observation.
- **Head Lice:** The child must be nit free before returning to school.
- **Communicable Diseases** (including Strep Throat, Flu, Chicken Pox, Mumps, etc).

### Health Records

1. State law requires that the following be on file for each student by the first day of class:
  - a. Current Immunization Record. If your child is missing an immunization, the office will notify you and you will have 30 days from notification to bring your child's immunizations up to date.
  - b. Signed Healthcare Statement. A signed document from your child's pediatrician stating that they have had a physical exam within the last 12 months and may participate in all school activities.
  - c. Allergy Healthcare Form. If a child has a diagnosed allergy that requires medication, a signed physician plan is required.
2. Failure to provide any of the above records will be result in dismissal from the program until records are current.
3. State law requires that all children in **4 year old preschool, kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup>** grade classes must be screened for **vision and hearing** difficulties within the first 180 days of school. All children in the above age groups will be screened by an independent agency within the required time frame for a cost of \$20. You will receive a notification letter prior to the screening. If your child has this screening as part of their well child exam, please make sure it is **documented on the medical**



**forms turned in to the office.** If your child does not have this documented on their medical forms, they will be screened.

### Dispensing of Medication

**In order for your child to receive any medication (over the counter or prescription) at school, you must complete a medication form and have it on file in the office.**

1. Medication must be kept in the school office and is not permitted to be left in your child's backpack or in the classroom. This includes sunscreen, insect repellent, and cough drops.
2. Medication must be in its original container and labeled with your child's name.
3. Medication can only be administered in the amounts according to the label directions.
4. If medication is left for a child who is "under the recommended age" on the original container, we must have a written note from the doctor's office authorizing the dispensing of the medication.
5. Medication must not have passed the expiration date.
6. Herbal supplements, including essential oils, will not be administered by school personnel.
7. If your child uses a nebulizer and/or inhaler that stays in the office, we must have an authorization sheet filled out by the parent and a physician's prescription on file.

### Illness/Injury Reports

In the case of an accident or sudden illness at school, you will be notified immediately. If a parent cannot be reached, the emergency contact (listed on the enrollment form) will be contacted. It is of vital importance that all phone numbers are kept updated in the school office.

When there is an incident at school, the office staff may telephone the parents, informing them of the incident. The teacher observing the incident will complete a written report, have it signed by an administrator, and a copy will be given to the parents while the original report will remain on file in the office.

## Student Dress Code

Note – TATE TOTS does NOT require uniforms.

1. Monday-Thursday, all TSCS/TSCP students must wear uniforms as stated:
  - a. Navy or khaki pants, shorts, skirts, or skorts. Shorts, skirts, and skorts must be no shorter than 2 inches above the knee.
  - b. Solid navy, white, or red shirts or blouses with collars (polo style or button down). Shirts may be either short or long sleeve but no sleeveless shirts are allowed. No emblems except the TSCS logo may be worn.
  - c. TSCS logo t-shirts (red, white, navy).
  - d. Girls may wear leggings or tights in matching school colors of red, white, or navy underneath skirts or skorts. Leggings or tights MAY NOT be worn alone as pants. Girls MUST wear tights or shorts underneath all skirts and dresses.
  - e. For TSCS/TSCP students, bows, ribbons, and headbands should be in matching colors of red, white, or navy.
2. Athletic shoes must be worn for ALL Weekday Education programs, as they are safer and more conducive to P.E. and playground activities.
3. On Fridays, TSCS/TSCP students may wear denim with TSCS logo shirts, Friday Spirit shirts, or previously purchased field day or musical shirts; otherwise, normal Mon-Thurs uniform attire should be worn.
4. All students of TATE TOTS, TSCP, and TSCS should wear clothing that can be easily managed by the student independently; eg: elastic waist pants, belts, etc.
5. For TSCS/TSCP students, during cold weather, solid white, red, or navy sweatshirts or any TSCS logo jacket or sweatshirt may be worn inside the building. Jackets worn outside the building may vary.
6. No jewelry, with the exception of stud earrings and watches. NO Apple Watches are allowed.
7. Red TSCS t-shirts must be worn on all field trips (K-6<sup>th</sup> grade). Parents will be notified in advance of these days.
8. Hair should be kept neat, clean, and reasonably styled. Hair should be of natural color, and the style should not be disruptive to the classroom or school environment, such as mohawks and faux hawks.
9. All TATE TOTS, TSCP, and TSCS Kindergarten students must send an extra set of clothes, including underwear and socks, which will remain in their backpack or classroom.
10. It is very important that you put your child's first and last name in all shirts, sweatshirts, jackets, and coats.
11. Notification will be sent home about any variance to the dress code.

## Lunch

1. All students need to bring a nutritious lunch each day. We do not have facilities to warm foods, so plan accordingly. Please include all needed items: napkins, spoon, fork, straw. Drinks should be in a thermos/water bottle or juice box. Please do **not** send carbonated drinks or red colored juice/Gatorade.
2. On Fridays, TSCP/TSCS students have the opportunity to purchase a hot lunch for \$4.00. Additional information will be provided to all students to sign up for this optional program.
3. TATE TOTS and TSCP students need to send a daily snack in addition to their lunch.
4. Please make sure all lunch boxes, water bottles/sippy cups are labeled with your child's name.

## Rest Time

TATE TOTS, TSCP, and TSCS Kindergarten students will have a daily afternoon rest time. Please send a nap mat and any comfort items your child needs such as a blanket, stuffed animal, pacifier, etc. Please ensure all items are labeled with your child's name. Please do not send any toys to school.

## Field Trips – K – 6<sup>th</sup> Grade Only

1. Field trip participation is a creative and interesting way to develop new knowledge and life skills. Parental involvement will allow us to have a lower ratio of children per adult.
2. A permission slip will be sent home prior to each field trip giving your permission for your child to participate. Students and caregivers will wear a red TSCS t-shirt for all field trips as a means of identification.
3. Caregivers will have a copy of each child's emergency medical consent form and contact information, a cell phone, first-aid kit, and fire extinguisher available on all field trips.
4. Caregivers trained in CPR and first aid will be present on the field trip.

## Playground Rules

Students will be going outside for recess and PE class whenever possible and should dress appropriately by wearing athletic shoes and a jacket if the weather is cold. Each student deserves the right to have an enjoyable and safe experience through physical activity; therefore, the following actions will not be allowed: shoving, boxing, kicking, throwing of any objects such as hard balls, sticks, rocks, etc., students picking each other up, or any activity, which in the supervisor's opinion, may lead to injury. No inappropriate language will be allowed. If this occurs, the parent or guardian will be notified.

## General School Rules

1. NO electronic devices including cell phones, electronic games, or Apple watches are allowed.
2. Students are not allowed to bring personal money to school.
3. Students are not allowed to bring toys from home.
4. Chewing gum and candy are not allowed.
5. Arrangements must be made prior to bringing pets to school. You must have documentation that dogs, cats, and ferrets have been vaccinated. Children may not have contact with chickens, ducks, reptiles, and amphibians.

## Holidays/Birthdays

Prior to each major holiday, your child's teacher will send home information about classroom parties/celebrations.

Students are allowed to celebrate their birthday at school by providing cookies (please no cakes or cupcakes) for the class. All birthday snacks must be scheduled in advance with the teacher. Invitations to individual parties will ONLY be distributed if there is one for every child in the class or for "all boys" or "all girls".

## Discipline

“Train up a child in the way he should go; and when he is old, he will not depart from it.”

Proverbs 22:6

1. Tate Springs Weekday Education programs believes in the principles and discipline that are set forth in the Scriptures. Discipline is more than just behavior; it is our entire belief system, and what we believe controls our thoughts, actions, and how we follow Jesus Christ. Discipline involves inner understanding and acceptance. Our goal is to lead each child to truly realize that we are to love one another and treat each other with respect and kindness.
2. It is the school’s intent to give each teacher practical and effective methods for classroom management and to include the parent as the primary disciplinarian in the life of the child.
3. Acceptable classroom discipline means that the atmosphere is relatively free from confusion, disorder, and antisocial behavior. Each child and the entire group should be able to operate freely within a structured framework that is understood, accepted, and incorporated into their behavior without constant reminders or punishment. Our staff is committed to helping each child develop self-control that is pleasing to God.
4. All students and staff are part of our school family; therefore, every staff member has the responsibility to help guide our children. All staff members may compliment or correct any child when observing a need and each child should respect the instruction given to him/her. Working together, we will nurture and guide our students through loving instruction.
5. Students are expected to abide by general school rules and by those of the individual classroom teacher.
6. After enrollment, Tate Springs Weekday Education program reserves the right to dismiss any child that seems unprepared for a group experience or if a parent’s behavior toward a child, staff member, or another parent is deemed inappropriate.

### **The school does not permit:**

- Foul language
- Disruptive behavior
- Fighting/aggressive behavior
- Disrespect to staff or other students
- Damage to property
- Continued and blatant defiance of school and classroom rules
- Cheating
- Stealing

### **Disciplinary steps may involve:**

- In-room redirection
- Office visit
- Phone call to parent
- Conference with parents, teacher, student, and principal/director to discuss possible solutions to the problem and to inform the student of the serious effects of continued misconduct.
- In-school suspension (3<sup>rd</sup>-6<sup>th</sup> grade)
- Home suspension
- Dismissal

### **Citizenship/Character Counts**

We believe, at TSCS, our “Character Counts.” At TSCS we talk to the students about their character being who they are when only God is watching. We believe developing Godly character is paramount in students becoming all Christ created them to be. For this reason, as part of our discipline and guidance, we acknowledge “honorable” character traits with High Five marks which may be given to any student at any time by any teacher or staff. Defining Character marks are corrective marks and consequences given to help define and correct certain character issues. We assess K-2<sup>nd</sup> grade students on 10 character qualities: Respect, Obedience, Kindness, Self-Control, Orderliness, Attentiveness, Cooperation, Honesty, Forgiveness, & Responsibility. 3<sup>rd</sup> – 6<sup>th</sup> grade students are assessed on 14 character qualities: the same 10 as the younger students, plus Diligence, Wisdom, Service, and Initiative. Each of these character qualities is tied to scripture, to point the students toward truth in God’s Word. This system is used in determining their citizenship grade each six weeks based on the defining character marks they receive each six weeks.

Excellent (E): 0 Marks

Satisfactory (S): 1-4 Marks

Needs Improvement (N): 5-8 Marks

Unsatisfactory (U): 9 or more Marks

### **School Supplies**

All students in TSCS, K-6<sup>th</sup>, will need school supplies from the list specific to each grade level. Replacement of supplies may be needed throughout the year and parents will be notified accordingly.

No supplies are required for TATE TOTS and TSCP.

## Report Cards/Grading Scale

Grading periods for 1st-6<sup>th</sup> grade occur every 6 weeks and Kindergarten is on a 12 week grading period. (See calendar for the exact dates). Your child's grades may be viewed online through your RenWeb account. Grades will not be issued for any student whose tuition is delinquent. Preschool students (2 year old-PreK 4) will receive a developmental check list twice a year (December and May). You will be notified if a teacher has any concerns about your child's progress. If parents have any concerns, they should contact their child's teacher by email or the school office to schedule a meeting during the teacher's conference times.

For 1<sup>st</sup>-6<sup>th</sup> grades, the following grading scale is used:

A = 90-100

B = 80-89

C = 70-79

F = 69 or below

## Make-Up Work (K-6<sup>th</sup>)

If a student is absent, it is the responsibility of the student and parent to secure books and assignments in order to be ready to participate on the day he/she returns to school. If a student has been absent for one day, the assignments will be given to the student when he/she returns the next day; however, if the student is absent for two or more days, assignments will be ready to be picked up at the front counter at 2:00 PM the second day. **Please call ahead so that we can have your student's assignments ready when you arrive.**

## Parental Involvement

1. It is important that you confer with the teacher about your child. Please refrain from having discussions about your child in his/her presence. **Drop off and pick up times are not conducive to conferencing.** Conferences may be scheduled through the office or by sending a note to the teacher.
2. Your child's life will be greatly enriched, as well as your own, when you listen to your child's daily experiences and discuss them with sincere interest.
3. You are welcome to visit the school whenever possible. As a matter of courtesy, please contact the Director/Principal before you would like to observe a class. **All visitors are required to check in through the school office and obtain a visitor's badge.** We reserve the right to decline any visitors that present a risk as determined by our staff or security systems.

4. Please relay any information to your child's teacher that you think will help the teacher understand the needs of your child.
5. **It is extremely important that each child comes to school rested and ready to learn.** Most children respond positively when a good routine is established. A regular bedtime and mealtime provide security to the child's foundation years. Concentration is difficult with a hungry stomach; therefore, each day should start with a nutritious breakfast.
6. During the school year, parents may be asked to help with special projects or field trips. This assistance is greatly appreciated and children enjoy their parents being a part of their school experiences.
7. Multiple fundraising opportunities present themselves throughout the school year. Please select the ones your family is most interested in. These fundraisers help our entire school and keep our tuition at reasonable rates.
8. It is important that you read all communication sent from the school and your child's teacher. Please check your child's backpack daily.

### Parental Notifications/Communication/Professional Education

1. Communication is extremely important for all of us. The classroom teacher will provide information as needed and you will be informed of all upcoming school events by written notice or email. Please inform the teacher or administrator of any situation or change in routine or schedule that might affect your child's classroom behavior or performance. This will help the teacher in providing care for your child.
2. Conferences may be scheduled by contacting the school office or emailing your child's teacher.
3. TATE TOTS and TSCP are licensed by the Department of Family and Protective Services of the State of Texas. All of the guidelines for operating procedures, administration of the school, and laws are outlined in the [Minimum Standards](#). A copy of this document is on file and available in the office or at [www.dfps.state.tx.us](http://www.dfps.state.tx.us). The local DFPS office can be reached at 817-321-8604.
4. Child Abuse Hotline 800-252-5400. The teaching staff receives annual training on prevention, recognition, and reporting of child abuse and neglect. All staff is required by Texas state law to report any suspected child abuse or neglect to the Texas Department of Family and Protective Services and any applicable law enforcement without prior consultation with any family member. Parent awareness of signs and symptoms of child abuse and neglect, including warning signs that a child might be a victim, as well as prevention techniques, is vital to the health of our community.



Such information is available through the school office or by contacting Texas Child Care Licensing at (512) 834-3233.

5. Teachers participate in professional training opportunities throughout the year. Each teacher is responsible for obtaining 24 clock hours of appropriate training per year. All staff has received their CPR and First Aid certification.
6. New state guidelines include an area around a specific location, such as a school, where certain gang related activity is prohibited and is subject to increased penalty under state law. This means that gang related criminal activity within 1000 feet of our program is subject to increased penalty.
7. A children's product is considered unsafe if it has been recalled by the Consumer Product Safety Commission. These recalls may be accessed at [www.cpsc.gov](http://www.cpsc.gov). We will ensure there are no recalled children's products in use at our school. You may also search the website to ensure that there are no recalled children's products in use in your home.