

THE CARTWRIGHT SCHOOL



OPERATIONAL POLICIES

August 2019 - May 2020

Welcome to The Cartwright School!

The administration of The Cartwright School (TCS) welcomes you and your family to our facility! Whether your child is a new student, or has been with us for some time, you and your family are an important and valued asset. We hope you and your child(ren) feel comfortable with the school and academics being taught in each classroom. We look forward to having you and your child(ren) join us this school year for all the fun-learning activities and events we have planned! We thank you for your time, patience, participation and consideration. Let's make this a GREAT year for your child!

Sincerely,

TCS Admin



1. ADMINISTRATION & GENERAL INFO

Director: Linda Burton-McIntyre
tcschool1647@gmail.com
Cell: (832)752-2884

Assistant Director: Aarica McIntyre
elocinmac@gmail.com
Cell: (281)669-7385

Business Manager: Vermice McIntyre Jr. (Mr. Mac)
tcschool1647@gmail.com
Cell: (832)265-7307

Controlling Person: Shayla Davis
tcschool1647@gmail.com
Business: (281)437-6300

School Address/Phone: 1647 Cartwright Road
Missouri City, Texas 77489
Phone: (281)437-6300
Fax: (281)437-6301

Website: www.thecartwrightschool.com

Social Media: Facebook – The Cartwright School
Twitter – @TCS1647

2. HOURS OF OPERATION

The Cartwright School will be open to serve the community Monday – Friday. The hours of operation are 6:00am – 6:30pm. The Cartwright School will be open January – December, except on specified holidays or days designated by the Center.

3. HOLIDAYS

The Cartwright School recognizes the following seven (7) major holidays:

- New Year's
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Christmas

There may be other days that are designated by the Center for closure. Please refer to the school calendar for holiday dates and early dismissals.

4. CLASSROOM HOURS

The Cartwright School believes that education is the key to a child's future, therefore, we would like for the children to be at the Center no later than **8:30AM**. We would like to ensure that every child receives the maximum benefit from our educational program. All children must be in their classrooms by 9:00AM. All children that arrive at 9:00AM or later will be marked as "tardy" on the daily attendance sheet.

5. ARRIVAL AND DEPARTURE

Every child must be signed in and out every day, NO EXCEPTIONS! Parents are required to sign in EACH child upon arrival while leaving the child in the care of the staff and upon departure, notify the staff after the child has been signed out. Children should be escorted into the Center by whomever brings them to school and escorted out by the designated pick-up person. To ensure the safety of the children, please DO NOT allow your child to leave the building ahead of you.

6. RELEASE OF CHILDREN

During the enrollment process, each you are required to complete a section on the admission form for authorized pickup. This section provides permission for select individuals to pick-up children from the center. **The children of The Cartwright School may only be released to parent or person designated by the parent (MS 746.4101).** In the event that an alternate person is picking up the child that IS NOT listed as a designated person on the admission form, the Center must have written authorization from the parent with the person's name and relation on the statement. If a staff member does not have written confirmation, then you or a person listed on the admission form will be contacted immediately. The designated person picking the child(ren) must have a valid form of identification, which will be photocopied and documented in the child's file, as well as the person's license plate number. The child WILL NOT be released until the pick-up person has been authorized by the parent or if any staff member suspects the person receiving the child is under the influence of drugs or alcohol.

7. LATE PICK-UP FEES

The Cartwright School will hold the parent or person picking up the child responsible for paying a late pick-up fee after 6:30PM. If your child is picked up after the specified school hours, be prepared to pay the closing staff a late pick-up fee. The late pick-up fee is \$5 per child for every 5-minute interval (and part thereof) after the normal hours of operation. This payment should be given directly to the closing staff (not The Cartwright School) because the staff member must clock out at the designated hours of operation. Please DO NOT add the late pick-up fee with your tuition. CASH ONLY payments are accepted for the late pick-up fee. No exceptions.

8. LEGAL CUSTODY

The Cartwright School CAN NOT restrict a parent from picking up his or her own child unless it is obligated by a court order. A copy of the official, stamped court document indicating this ruling must be given to the Director or Person in Charge. This court order is to be placed in the child's record to ensure the restriction can be honored. In the absence of the court order on file with TCS, both parents shall be afforded equal access to their child as stipulated by law. The Cartwright School cannot limit the access of one parent by request of the other parent, regardless of the reason, without a valid court order. If a situation presents itself where one parent does not want the other parent to have access to their child, The Cartwright School suggests that the parent keep the child with them until a court order is issued. Our rights to retain a child are secondary to the parent's entitlement to immediate access. The Cartwright School's staff will contact the local police if a conflict should arise. If conflicting court orders are presented, the most recently dated court order will be followed. Once presented with any court order (ex: Custody Order, Restraining Order, Protection from Abuse Order, etc.), The Cartwright School is obligated to follow the order for the entire period it is in effect. Employees of TCS cannot, at the request of anyone (except the issuing judge) allow any court order to be violated. The Cartwright School will report any violations of these orders to the court.

9. TUITION AND FEES

Parents must pay an annual registration fee prior to their child attending The Cartwright School for the academic school year. **The registration fee is NON-REFUNDABLE.** All tuition payments for The Cartwright School are due on Mondays. **Always write the name of your child on the check, money order, or debit/credit slip before dropping payment in the box (located on the desk).** DO NOT give any tuition payments to staff members. The Cartwright School only accepts tuition payments in the form of check, money order, or debit/credit card; NO CASH PAYMENTS WILL BE ACCEPTED. **Please Note: If your child attends one (1) day of the week – the FULL tuition amount is due. If your child attends zero (0) or no days in the week – half (½) of your tuition fee is due to hold your child's space on the roster.** Tuition is considered late on Wednesday and the parent will be charged a \$5 late payment fee per day, until tuition is paid in full. If tuition and applicable late fees are not paid by Friday, the child will be excluded from the Center beginning on Monday and until tuition is paid.

All returned checks will have a \$25 charge and any person that has submitted two (2) returned checks, will be subject to payment by *money order or debit/credit card ONLY*. All tuition payments are considered non-refundable unless otherwise specified by the Business Manager. If you decide to withdraw your child, the parent will have to pay the registration fee again. All tuition issues and concerns will be handled through the Business Manager, Mr. Mac.

There is NO CREDIT given for scheduled school holidays, child illness, or for closings due to emergency situations and/or inclement weather.

If you are a parent who receives vouchers from NCI (Neighborhood Centers Inc.), half (½) of your parent fee must be paid on or before the 5th of each month and the second half must be paid by the 15th of each month. NCI Parents also have the option of paying their parent fee in full at the beginning of the month. NCI parents will also be subject to late fees if payments are delinquent.

Computerized payment statements will be given on a monthly basis ONLY, upon the parent's request. **Computerized statements will NOT be given out weekly.** If the parent needs a document, such as a receipt, with the school's name please maintain your Credit/Debit receipt with all of the school's information on the top and/or all money order stubs. If the parent pays with a money order, a member of management will sign, date and write the school's information on the backside of the money order stub. It is best for ALL parents to keep stubs and receipts for their personal records in the event that a discrepancy with his/her child's account occurs.

10. CHILD ILLNESS AND EXCUSION

Please DO NOT bring your child to the Center if he/she is displaying sickness or has a fever. Please respect the staff's judgment when they determine that a child should not attend the Center due to sickness. If your child becomes ill at the Center, the child must be isolated from the other children until the parent is contacted and instructed to pick up the child immediately. Any sickness or illness that your child may have requires exclusion from the Center for 24 HOURS. NO EXCEPTIONS!

Children must be excluded from The Cartwright School and associated activities if he/she has an armpit/ear temperature of 100 degrees and an oral temperature of 101 degrees. The Cartwright School ONLY utilizes the ear thermometer to determine a child's temperature. The child may also be excluded from the Center for severe lethargy, abnormal breathing, uncontrolled diarrhea and/or vomiting (2 or more episodes within 24 hours), a rash with fever, mouth sores, abnormal nasal discharge (yellow or green discharge indicates infection), and if the child has been diagnosed with a communicable disease (MS 746.3601). When the child has been diagnosed with a communicable disease, the child may not return without a doctor's return to school note. If

your child is ill while at the Center the staff will: fill out an Illness Form, contact the parent or designated contact person immediately, and care for the child separately away from other children with proper supervision. All parents must have a signed and dated Sick Child Policy Form on file.

11. MEDICATION

The Cartwright School Director or the child's teacher will administer medication to a child if the parents sign an authorization form that must include the times for the medication to be administered (according to the label directions). The medication must be in the original container with the child's first name, last name, and the date brought to the Center labeled on the container. All medication will be administered in the amounts according to the label directions or as prescribed by the doctor. There will be no medication administered after its expiration date and will only be administered to the child that it is intended for (MS 746.3801). If the child has a recurring medical problem (ex. asthma, eczema), the parent or doctor may sign a medical authorization allowing The Cartwright School to administer the medication when symptoms occur for up to a six-month period (MS 746.3803). Please note that the Center will not administer medication that is NOT age appropriate according to the directions labeled on the original container, unless otherwise specified from the child's doctor. Written verification with the doctor's authentic signature must be obtained to administer such medications.

12. MEDICAL EMERGENCIES

If a child has a medical emergency The Cartwright School will first contact emergency medical services (EMS) or take the child to the nearest emergency center and give the child first-aid treatment or CPR when needed. The Center will contact the child's doctor listed on the child's record if emergency medical services (EMS) was not contacted, then the Center will contact the child's parent and make sure all other children in the group are being supervised properly (MS 746.3607).

13. PARENTAL NOTIFICATIONS

The Cartwright School will notify parents if their child requires medical attention from a doctor, has a sign or symptom that requires the child to be excluded from the Center, if the child has been placed at risk with any situation, and if the Center has unsafe conditions due to weather or any other situation. The parent will also be notified if the child has an incident at the Center during the operating hours, and if a child in their class or their teacher has been diagnosed with a communicable disease or an outbreak (MS 746.307). **Each preschool parent has a mailbox located in the front office, labeled with child's last and first name. The parent's mailbox is directly BELOW their child's name. Parents are asked to check their mailboxes daily. Infant room parents will receive letter notifications via their child's bag along with their daily sheet.** Parents will be contacted for more severe issues by telephone. For any basic school notifications, it will be communicated to parents via parent bulletin boards in front office, parent mailboxes by letter and/or incident report, and/or verbally.

14. DISCIPLINE AND GUIDANCE

The Cartwright School only uses positive methods of discipline and guidance with the children that will encourage self-esteem, self-control, and self-direction. This is accomplished by fostering good behavior, using clear and age-appropriate communication reminding the child of good behavior, redirection, and brief supervised separation time from the class (MS 746.2803).

Children feel more secure when they have limits that are appropriate and consistently enforces. Given limits, children can learn to make independent decisions. Children need the security of knowing that there are adults who will not let them go beyond

reasonable boundaries when their own self-control fails them. The goal is to maintain appropriate limits, which allow children to explore and grow without harming other children or themselves by:

- Responding to inappropriate behavior by redirection activities and providing positive alternatives;
- Showing disapproval of the child's act rather than the child;
- Talking with and not to children in a natural voice;
- Giving children positive attention and recognizing positive behaviors;
- Helping children to express anger with words rather than inappropriate actions;
- Involving the group in making rules;
- Considering the individual needs of children as well as the needs of the group, whenever possible;
- Providing a choice of developmentally appropriate activities;
- Using encouragement rather than competition, comparison, or criticism;
- Showing appreciation for children's opinions responding to positive behavior, and using praise and approval.

The staff at The Cartwright School may not threaten, punish with food, pinch, shake, hit, humiliate, yell, use profane language, or place a child in separation for an inappropriate period of time (MS 746.2805). In no instance shall a child be deprived of food, isolated, or subjected to corporal punishment or abusive physical exercise as a means of punishment either by staff or by another child. "Time out" will be the last form of discipline at the Center. Time out is used to remove a child for a few minutes from an area or activity so that he or she may regain self-control. The duration of the time out is dependent on the age of the child. *Ex: If the child is three (3) years old, he/she may only remain in time out for three (3) minutes.* If a caregiver feels that any further disciplinary actions must be taken, he/she will immediately inform a member of management, who will then contact the parent/guardian of the child.

15. STUDENT SUSPENSION AND EXPULSION

Unfortunately, there are unanticipated reasons and/or a fundamental change of circumstances that The Cartwright School may or will have to expel a child from our program, either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from this center:

Immediate Causes for Expulsion

- The child is at risk of causing serious injury to other children or himself/herself.
- Parents breaking the Parent Code of Conduct as stated in the Operational Policies.
- Parents not adhering to The Cartwright School policies as mentioned in this handbook.

Parental Actions for Child's Suspension/Expulsion

- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Attempted or actual physical or verbal abuse to staff and/or children at The Cartwright School.
- Any other action that TCS Administration feels is a threat to the school, staff or children in care.

Child's Actions for Suspension/Expulsion

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.

- Excessive biting.
- Physical property damage.
- Multiple Behavior Intervention Sheets.
- Any other action that TCS Administration feels is a detriment to the learning environment, children in care and staff.

Proactive Actions That Will Be Taken In Order To Prevent Suspension/Expulsion

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- A brief time-out will be given so child can regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally and given written copies of the *Behavior Intervention Report* of the disruptive behaviors that might lead to expulsion. Behavior Intervention Reports must be signed by the teacher, Director and the parent/guardian.
- The Director / Program Coordinator, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendations of evaluation by professional consultation and/or local school district child study team.

Schedule of Expulsion

- The Cartwright School teachers are responsible for informing the Director of serious concerns they have for a child in their classroom. When it is determined there are concerns for a particular child in the classroom, the caregiver will informally communicate with the Director and parents of the child (with Admin approval). Formal parent conferences will be encouraged if the problem remains unsolved.
- If after the remedial actions above have not worked and the child has received a minimum of three (3) written reports, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior **warranting** a suspension by the **management team**. A suspension action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.
- The Parent/guardian will be informed regarding the length of the suspension period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
- Upon return, if the child/parent fail to satisfy the terms of the plan or if the unruly behavior persists, this may result in permanent expulsion from the Center. The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety).

A Child Will Not Be Expelled:

- If a child's parent(s):
 - Made a complaint to Licensing regarding a center's alleged violations of the licensing requirements.
 - Reported abuse or neglect occurring at the center.
 - Questioned the center regarding policies and procedures.
- Without giving the parent an adequate amount of time to make other child care arrangements.

Continued enrollment at The Cartwright School is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of the Center as outlined in this handbook.

16. PARENT CODE OF CONDUCT

The Cartwright School requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of The Cartwright School is to provide the most appropriate learning environment in which a child can grow and develop. Achieving this ideal environment is not only the responsibility of the employees at The Cartwright School, but is the responsibility of each parent or adult who enters the center. Parents are required to behave in a manner that fosters this idyllic atmosphere. **Parents who violate the Parent Code of Conduct will not be permitted on the property thereafter.** The code of conduct is as follows:

- *SWEARING/CURSING:*
No parent or adult is permitted to curse or use other inappropriate language on Center property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will NOT be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. **At NO time shall inappropriate language be directed toward members of the staff.**
- *THREATENING OF EMPLOYEES, CHILDREN, OTHER PARENTS OR ADULTS ASSOCIATED WITH TCS:*
Threats of any kind will NOT be tolerated. In today's society, The Cartwright School cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the Center will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**
- *PHYSICAL/VERBAL PUNISHMENT OF OTHER CHILDREN AND PARENTS:*
Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is NOT their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it most appropriate for the parent to direct their concern to the classroom teacher and/or the Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss his or her child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our school have privacy rights, which are CONFIDENTIAL. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.
- *CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF TCS:*
While it is understood that parents will not always agree with the staff members of TCS or the parents of other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point are strictly prohibited.

17. SAFE SLEEP FOR INFANTS

The Cartwright School does not accept infants at this time, therefore, we do not have a safe sleep policy for infants.

18. MEALS

The children will be served breakfast, lunch, afternoon snack, and dinner based upon their time stayed at the Center. Breakfast will be served until 8:30 a.m. **The parents are not allowed to bring outside food or snacks for their child to ensure that The Cartwright School is providing the children with the nutritional value required by the Child and Adult Food Care Program (CACFP).** All parents will be required to complete a CACFP enrollment form and H1531 form for their child attending the Center. If your child requires a special diet due to allergies, the Center must have written approval from the child's doctor. If the child requires special diets due to religious purposes, the Center must have written documentation from the parent. Parents are required to provide written notification of any food/dietary restrictions (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets). Each meal will be served with a cup of water. The Cartwright School never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Food Allergy Emergency Plan

If your child has a food allergy that has been diagnosed by a health-care professional, then a *Food Allergy Emergency Plan* must be established. A food allergy emergency plan is an individualized plan prepared by the child's health care professional that includes: (1) a list of each food the child is allergic to; (2) possible symptoms if exposed to a food on the list; and (3) the steps to take if the child has an allergic reaction. The child's health care professional and parent must sign and date the plan **BEFORE** the plan is implemented at the Center with a copy of the plan in the child's file.

19. IMMUNIZATIONS

All children must be current on immunizations prior to admission to the Center and must be updated when needed and a copy must be given to The Cartwright School to be placed in the child's file. The Center will issue out reminders on the child's immunization record, but it is the parent's responsibility to ensure the child stays current on immunizations. Acceptable documentation for an immunization record must have been validated by a doctor or health-care professional with a signature or rubber stamp and include: child's name and date of birth, number of doses and vaccine type, and the month, day and year that the child received each vaccine. Immunization records that are not updated in a timely manner can result the child from being excluded from the Center until records are updated.

20. VISION AND HEARING SCREENING

The Cartwright School requires that all children at the age of 4 years old receive a vision and hearing screening by their doctor or professional and a copy must be kept in the child's file at the Center, to stay in compliance with The Texas Department of State Health Services.

21. ENROLLMENT AND POLICY CHANGES

All forms given in Enrollment Folder from The Cartwright School must be completely filled out, signed and returned, including forms that require doctor's signature, immunization records, and hearing and vision screening, if applicable. Enrollment forms must be updated every three months or when there is a change of student or parent information. The parents must also have a health statement on file at the Center within one (1) week after the date of admission. School age children do not need to provide an immunization record or health statement; just list the name, address and telephone number of the elementary school they attend in the designated area on the enrollment form. The parents will be given an updated TCS Operational Policies Handbook or amendment that will require the parent's signature. A copy will be given to the parent upon request.

22. TRANSPORTATION, WATER ACTIVITIES, AND FIELD TRIPS

The parent must approve any transportation, water activities and field trips on the enrollment form in the appropriate designated areas.

Transportation: Transportation will only be used for field trips and emergency medical situations. The Cartwright School will follow the proper safety procedures by ensuring that children of the age 9 years and younger are provided with a booster seat. Transportation will only be available for children 3 years and older due to safety.

Water Activities: The Cartwright School will only provide wading pools and sprinkler play for water activities.

Field Trips: Field trips will only be offered to children 3 years and older. The Business Manager must approve field trips for children under the age of 3 years. The Cartwright School will follow the teacher-student ratios for field trips based on age, according to the Minimum Standards (MS) and will notify parents of any field trips at least 24 hours in advance. Children 3 years and older will go on field trips, whether it is educational or for relaxation, during academic and summer times. The field trips that the children go on vary upon each teacher's lesson plans. When preparing for a field trip it will be posted on the front door, bulletin board, reminder placed in children's mailbox or e-mail notification at least 48 hours in advance. Event calendars are distributed at the beginning of the month with ALL events listed. Parents must sign a permission to take a child on a field trip, including permission to transport the child.

23. ANIMALS

The Cartwright School does not allow any cats, dogs, poultry animals, exotic animals or reptiles on the premises without documentation showing that the animal(s) have been vaccinated as required by Texas Health and Safety Code and have a statement of health from a local veterinarian. If TCS chooses to have animals on the premises and/or on field trips, we will: (1) Notify parents in writing when animals are or will be present; (2) Ensure the animals do not create unsafe or unsanitary conditions; (3) Ensure that children do not handle any animal that shows signs of illness, such as lethargy or diarrhea; and (4) Ensure that caregivers and children practice good hygiene and hand washing after handling or coming in to contact with an animal and items used by an animal, such as water bowls, food bowls, and cages.

24. INSECT REPELLENT AND SUNSCREEN

Sunscreen and insect repellent must be: 1) safe for the age of the particular child; 2) in the original container; 3) within the expiration date noted on the product; and 4) provided by the parent/guardian. **Combined sunscreen and insect repellents are prohibited.**

Insect Repellent

Insect repellent will be used only when recommended by public health authorities or requested by a parent/guardian. The repellent should contain a concentration of **30% DEET** or less. Repellents not containing DEET may only be used if safe for the age of the particular child. Oil of lemon and eucalyptus products may not be used on children under the age of 3. **Insect repellent will be applied to a child's skin only once a day, but may be sprayed on clothes for later trips outside.** School-age children may apply insect repellent to themselves with adult supervision for proper application. The exposed skin will be washed off with soap and water after a child returns indoors.

Sunscreen

Sunscreen/sunblock must provide UVB and UVA protection with an **SPF of 15 or higher** (without Paba is recommended). Paba gives some children blotchy rashes. Sunscreen may be provided by a parent/guardian, labeled with the child's full name. School-age children may apply sunscreen to themselves with adult supervision for proper application. Sunscreen will be applied only to exposed areas of skin, and **20 to 30 minutes before going outdoors** to be absorbed into the skin and to increase its effectiveness. **Sunscreen will be re-applied every two hours while outdoors**, or more often if the child is involved in water play or perspiring. Brimmed hats, long sleeved shirts and pants in light colors provide additional sun protection. Hats may only be worn **outside** the building, not within the Center unless approved by a member of management.

When applying any type of insect repellent or sunscreen, staff members must wear gloves. Aerosols must be applied as directed on the container, which generally states:

1. Hold can 4 – 6 inches away from body and spray evenly (only to exposed areas).
2. **DO NOT spray onto face.** Spray into hand and then apply to face (caregivers must do this step).

Prior to use at a center/school, sunscreen and repellent should be applied to your child at least once at home to test for any allergic reaction. A Parent Release-Sunscreen and Insect Repellent form must be signed by the parent/guardian before either is used. This permission slip must be updated annually. The child's sunscreen will be stored in his/her backpack and intended for his/her use ONLY.

25. PARENT CONCERNS / COMPLAINTS

Any concerns or complaints may be directed to the Center Director or Person in Charge. The Director is the person responsible for ensuring the Center is in compliance at all times. The parent may also direct all written concerns to the Director and will receive a response verbally or in writing within 24 hours. If the parents would like to request a conference with the teacher regarding your child, the parent may fill out a Parent/Teacher Conference Form. If the parent would like to do a classroom observation, please fill out a Request for Observation Form. Please try to make the request at least two (2) days in advance with the approval of the Center Director.

26. RIGHT OF ACCESS

The Cartwright School strongly encourages the parents to participate in their child's school experience. Parents are welcome at the Center at any time to assist the teacher (with Criminal History Background Check on file at TCS) or observe their child in the classroom. ALL visitors, including parents whom are observing their child(ren), must sign in on the *Visitors' Log* with their name, the reason for visiting and check in time **BEFORE** entering a classroom. All visitors must sign out before exiting the building. Individuals that are not the parents will only be allowed to observe if they are accompanied by a parent or has written permission by the parent to observe the child. A TCS employee will accompany visitors at all times, throughout the school.

27. CHILD CARE LICENSING AND MINIMUM STANDARDS

The Texas Department of Family and Protective Services - Child Care Licensing Division, mandates The Cartwright School. The majority of the rules and regulations that are set into place are directly from the Child Care Licensing Minimum Standards. Parents are welcome to view the Minimum Standards at the Center and also online. To access the Texas Minimum Standards for Child-Care Centers, please follow these steps:

1. Open your internet browser and type in the address bar: www.dfps.state.tx.us
2. On the DFPS website, click on the menu: *Child Care Licensing*.
3. Click on Menu on Child Care Licensing page, scroll to *Information for Parents*. From there go the section that states:

Choosing Child Care and click on the link *Standards & Regulations for Child Care Operations*

4. On this page scroll down until you find **Chapter 746 Child Care Centers** then click to open the PDF file.

Or you can simply type in the search bar Texas Minimum Standards for Child-Care Centers and a link to the PDF file will show in the results (you should see: [DFPS > us > dfps > 746_Centers](#))

To access the most recent Licensing Report on the school, simply:

1. Follow Steps 1, 2 & 3 above, however, instead of choosing *Standards*, click on the *Search Texas Child Care* link.
2. Go to *Daycare Search*, click *Search for a Licensed Child Care Center or Licensed or Registered Child Care Home link*.
3. Type **The Cartwright School** in the Operation Name Box and press *Search*.
4. Once the results appear, you will be able to access our reports.

Parents can contact the Local Child Care Licensing Office at (713) 940-5200 or go online at www.dfps.state.tx.us/ for more questions or inquiries.

28. CHILD ABUSE AND NEGLECT

The Cartwright School staff is required by Texas State Law to report any suspected or identified child abuse to Children's Protective Services (CPS) and is required to obtain annual training hours in Child Abuse and Neglect, set forth by the State. The staff does not and will not investigate if abuse or neglect has taken place, however, CPS does handle those situations. All calls made to the Child Abuse Hotline are confidential, and it is very important for the staff and parents to understand that this does not mean that abuse or neglect has taken place. The Cartwright School has a list of organizations, handouts and resources to provide parents with prevention techniques, awareness of child abuse and neglect, and similar cases of abuse, if needed. The Cartwright School will support any family who may be involved with CPS and will maintain all confidentiality of records pertaining to a report in accordance with state law. A parent may contact the Child Abuse Hotline at 1-800-252-5400 or online at www.txabusehotline.org.

29. EMERGENCY PREPAREDNESS

The Cartwright School has an emergency preparedness plan set into place in the case of an emergency where the children have to evacuate the building. This is to ensure the safety of the children during emergencies by addressing staff responsibilities. Each staff member will have specific duties to make sure the children are all counted for, all children have been evacuated, and the staff must have the proper forms and documents in case the parents need to be notified. The Center will also conduct monthly fire drills so the staff and the children can be prepared in the event of an emergency. The parents are welcome to view the plan at the Center.

30. BREASTFEEDING

The Cartwright School does not accept infants at this time, therefore, we do not have a designated area for mothers to breastfeed. If children 18 months and older are still drinking breast milk, self-prepared bottles or containers must be supplied and will be kept in a separate area.

31. HEALTH CHECKS

Upon enrollment, a child assessment form is required to inform The Cartwright School of your child's daily habits, such as toileting, eating, and behavior. The assessment also addresses general medical information about your child. The Cartwright School will perform a daily health check, upon arrival, on all children enrolled at the school. *The Texas Department of Family and Protective Services require a health check; which is a visual or physical assessment to identify potential concerns about a student's health, including signs and symptoms of illness, and changes in a child's behavior and everyday habits.* The Cartwright School staff will conduct a VISUAL health check based on the assessment provided, our basic knowledge of the child and previous observations of the child. The staff member will document any signs of health concerns or illness on the Child Notes Form and/or Illness Report available for each teacher.

32. VACCINE - PREVENTABLE DISEASES (EMPLOYEES)

It is the policy of The Cartwright School that staff members are not required to receive vaccinations as a condition of employment. Staff members are encouraged to personally receive immunizations annually; however, it is not mandatory.

33. COMMUNICATION

Upon enrollment, one of the most vital aspects we stress is communication between parents and staff. However, ALL IMPERATIVE information from a parent and/or guardian needs to be DIRECTLY relayed to a member of the **MANAGEMENT TEAM**, which includes: The **Director, Assistant Director, Business Manager/Owner & Overseer**.

All vital information includes but is not limited to:

- Absences/Tardies/Early Pick-Up
- Change of telephone number, address, etc.
- Illnesses and injuries
- Tuition and fees
- Withdrawals

If important information is NOT told to a member of management, TCS will not be held responsible for any action that occurs afterward. Sending personal texts, messages and other means of communication to a staff member not in management will NOT be accounted for and therefore be considered VOID. If you have any questions or concerns, please be sure to contact administration immediately. You may contact a member of the management team via email (tcschool1647@gmail.com), business phone (281.437.6300), or cell phone/text Mr. Mac (832.265.7307) and/or Mrs. Linda (832.752.2884).

34. PARENT/TEACHER RELATIONSHIPS

The Cartwright School strongly believes in keeping business apart from personal matters. Parent relationships, that were not established prior to a child's enrollment, are highly discouraged and could lead to possible infractions. Parent relationships refer to any association **outside** of the school that involves a TCS employee to interact with a current or former parent of The Cartwright School. Such relationships include but are not limited to: baby-sitting, housesitting, mother's helper, nanny services, carpooling, social media, texting, etc.

The staff of The Cartwright School is **PROHIBITED** from being employed by any parent (current or former), regardless of whether

or not those services are voluntary or paid. Parents are also discouraged from soliciting any staff member for the purpose of employment. Parents who employ TCS staff members will have their services ceased and any deposits will be forfeited. Staff who becomes employed by current or former parents of The Cartwright School will have their employment with the Center **TERMINATED**.

35. REST TIME PROVISIONS

The Cartwright School requires that all children have a designated rest period each day. All children must nap, rest, read or play quietly during this period. Rest time gives everyone a much-needed break during the day. Without rest time, children become argumentative in the afternoon, short-tempered with others, and are not in the best mood when departing for the evening. Please send your child's special blanket or cover that he/she sleeps with. These will NOT be provided by the center. Parents are responsible for laundering weekly bibs, towels, blankets and crib sheets that were provided for their child. Sheets and blankets will be sent home every Friday to be cleaned and are expected to return the following week. Due to the busy mornings that we have, children need a scheduled naptime that is **uninterrupted**. We **WILL NOT** allow parents to drop off children during this time regardless of a scheduled doctor's appointment, visitation or any other circumstance, unless approved by a member of the management team. This, unfortunately, disrupts the entire room and children do not get the rest that their body requires. If you must drop off your child midday, it must be before 12 PM or after 230 PM.

36. CLOTHING AND UNIFORM

The Cartwright School is a uniformed school. Uniforms are worn Monday – Thursday, unless otherwise specified. All children 15 months old and older must wear the uniform, unless stated otherwise. Uniforms may be purchased through French Toast or items may be bought individually and given to the Director to have the TCS logo embroidered on the purchased garments. The dress code is as follows:

Boys: Navy Blue Pants, Navy Blue Shorts, Red TCS Embroidered Polo, Light Blue TCS Embroidered Polo, White Oxford Shirt with School Plaid Tie

Girls: Navy Blue Skirt, Navy Blue Shorts, Navy Blue Skort, School Plaid Skirt, School Plaid Skort, School Plaid Dress with TCS Embroidery, Navy Blue Dress with TCS Embroidery, Red TCS Embroidered Polo, Light Yellow TCS Embroidered Polo, White Peter Pan Collar Shirt with School Plaid Crosstie

Please pack a complete change of clothes in the child's backpack with a light sweater or jacket, if applicable. A complete change of clothes consists of shirt, pants, underwear, socks and shoes. All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. The Cartwright is NOT responsible for lost or damaged items of clothing.

DO NOT LET YOUR CHILD WEAR/BRING THESE ITEMS TO SCHOOL:

- × Open-toes shoes, thongs or sandals
- × Jewelry of any kind
- × Toys or electronic devices of any kind from home
- × Money and other valuable items
- × Outside food, drinks and/or candy from home, unless otherwise specified

37. GANG FREE ZONE

The Cartwright School is considered a gang-free zone, which is a designated area around a specific location, including daycare centers, where prohibited gang related activity is subject to increased penalty under Texas law. The gang-free zone is within 1000 feet of The Cartwright School. The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so. Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

38. SCHOOLER INFORMATION

The Cartwright School does not provide after school pick up for children. An outside van service may be utilized. Parents need to ensure that the public school has the child at the correct designated place for pick up when the van service arrives. It is especially important that the parents notify The Cartwright School or van service in the event that your child is absent or was picked up early from school – this will prevent concerns about attempting to locate a child that was not there.

Schoolers will be given homework time, activity time, outside time and provided a snack and light dinner for the time that they are present at The Cartwright School. However, it is the parent responsibility to ensure that your child's homework is complete and accurate.

Schoolers who are suspended from school will not be allowed to attend the center during the time that he/she should be in school. In addition, please DO NOT send schoolers who are feeling ill (excluded from school due to sickness). The Cartwright School has to abide by the same policies for illness and sick children as the public and private schools. THE CARTWRIGHT SCHOOL DOES NOT HAVE A GET-WELL PROGRAM; WE CANNOT ACCEPT SICK CHILDREN.

There will be an additional fee for schoolers that require all day care because of teacher in-service days or public-school holidays. The fee will be an additional \$11 per day on top of the weekly tuition rate for after school pick up.

Students may participate in the planned activities for the school that are not classroom specific. Examples of classroom specific events are TCS Annual Pre-K Prom and Graduation.

For any other concern not addressed in this handbook please speak with a member of management to answer questions or concerns you might have. Once again, thank you for becoming part of The Cartwright School Family and we look forward to watching your little ones grow!

The Cartwright School Administration Team