



**112 West Harwood Rd**

**Hurst, TX 76054**

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**Project Play Discovery School**  
112 West Harwood Rd Hurst, TX 76054

**Alera Owens**  
*Museum Owner & Director*  
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### **Hours of Operation**

January – May  
Tuesday and Thursdays  
8:00 a.m. to 6:00 p.m.

### **Mission**

To provide a safe space for children to explore, create and discovery the world around them. We strive to provide high quality care to children of all ages and abilities. We believe in nurturing the “whole” child and providing opportunities for all to students grow.

Table of Contents:	
Welcome Letter	4
School Calendar	5
Tuition & Fees	6
Requirements for enrollment	7
Our School Day	7
Daily Brings	8
Dismissal	9
Communication	9
Appointments with Teachers	10
Healthy Policies	10
Sickness	11
Recording & Reporting Accidents	12
Inclement of Weather	12
Emergencies	12
Photo Release	12
Student Discipline Policy	13
Discipline Procedures	14
Safety Procedures	14
Security Policies	15
Reporting Abuse & Neglect	15
Confidentiality	16

Dear Parents,

Welcome to Project Play Discovery School, we are so excited you have decided to be a part of our community! Here at Project Play our desire is for kids to be kids. We want to give your child a space where they can learn, grow and flourish in a safe and healthy environment.

As January draws near here are a few tips to help your little one prepare for their first day at Project Play!

- Begin having conversations about school.
- Read books about going back to school and talk to them about how they are feeling.
- Drive by our location and show your child where they will be attending school.
- Attend our Open House and meet your new teachers!

If you have any questions or concerns, please let us know!

Sincerely,  
Alera Owens  
Museum Owner & Director

## **SCHOOL CALENDAR**

Project Play Discovery School embraces diversity. We therefore celebrate holidays of many of the world's cultures and study about families in many different countries. We observe the holidays of the world's major religions in various ways during the school year. In this way, our students learn to appreciate and celebrate diversity and nurture the understanding that various human cultures complement one another.

**January 3rd:** First Day of Discovery School

**February 14th:** Valentine 's Day Party

**March 13th- 17th:** Spring Break

**April 6th:** Easter Egg Hunt

**May 4th:** Cinco de Mayo Celebration

**May 30th:** Last Day of Discovery School End of Year Program & Science Fair 6:00pm

### **Classroom Themes**

January- Winter, All About Me

February- Dinosaurs, Colors

March- Outer Space, Five Senses

April- Planet Earth, Healthy Habits

May- Spring, Animals

## **TUTION AND FEES**

Tuition is due on the 1<sup>st</sup> day of school each month. Tuition payments can be paid via our online payment system. If a payment is declined, you will be charged a \$25.00 fee. The Director will notify you that your payment was declined and it will be the parent's responsibility to provide Project Play with current payment information. All payments will be considered late after the 5<sup>th</sup> of each month and will have a \$20 late fee added to your tuition. All tuition must be paid in fully by May 5<sup>th</sup> or your child will not be able to finish the school year with their class.

Tuition is based on an annual cost and is divided into equal monthly payments for the convenience of our families. Therefore, no tuition refunds or credits will be made for school days missed due to holidays, illness, family vacation, inclement weather, or other emergency situations except under extenuating circumstances determined by the Director.

**Registration Fee:** \$50.00  
\$75.00 per family

**Supply Fee:** \$50.00 per child

**Tuesdays & Thursdays**

Tiny Tykes \$200.00 a month  
8:30-12:30pm

**STUDENT TEACHER RATIO**

Children are placed in classes according to their age on January 1 of each school year. Teacher-to-Child ratios are as follows for each school day:

Tiny Tykes	3-4 years old	6-8 children	1 teacher
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The ratios for extended care may vary according to the ages of children attending. However, they will never exceed 15 children to 2 teachers.

**ORIENTATION**

An orientation for all children and their parents will be scheduled prior to the first day of class. The orientation is designed to allow you and your child to meet your child's teachers and staff, to take a tour of the facility, and learn the general policies and procedures of our Discovery School. Orientation dates will be announced at a later date.

## **REQUIREMENTS FOR ENROLLMENT**

All children must be fully potty trained to be eligible for enrollment. Upon enrollment and payment of initial fees, the parent receives preschool guidelines, nutrition information, permission forms, and health and immunization forms.

On the first day a child attends school, the office must have in each child's file:

- A completed set of enrollment paperwork (online)
- Registration Fee
- A record of immunization or a completed exemption form
- A signed statement from each child's parent that they have received our student handbook

PLEASE NOTE: We are required to have each of these forms in our files in order to maintain our license to operate. State law prohibits students with incomplete files after 30 days to attend class until we have received their missing paperwork. We appreciate your cooperation.

## **OUR SCHOOL DAY**

### **Parking and Driveway Procedures**

To ensure the safety of our children and all members of the community, it is of utmost importance that we practice safety and courtesy while in the parking lot and obey the posted signs year-round. Please watch out for others, drive slowly and hold the hands of very young children. ONE-WAY traffic only in the parking lots.

### **Arrival**

Mornings can be busy times, and they set the tone for our day. Help your child have a successful start to their day by doing the following when you and your child arrive at school:

Greet your child's teacher. Communicate any important information they should know about your child's morning or changes to their schedule.

- Help your child organize their belongings in their cubby.
- Check to be sure that your child has all of their required daily items (see the following page) and that their water bottle and lunch box is labeled with their name.
- Remind your child to wash their hands before beginning work or play.
- Sign your child in on the provided system

## **Separation**

Separation from a parent or caregiver into the classroom is an important accomplishment for every preschooler. Though you may wish to remain with a child who is having difficulty separating, trust that your child's teachers are well trained to handle such occurrences, that your child is learning important skills, and that tears are often solely for the parent's benefit. You can help your child most by conveying happiness and confidence in their well-being, stating your expected departure (sneaking out can be terrifying for the child - as it will seem you have vanished), and then leaving. Your child's teacher will be available if you need to hand an emotional child to them for some one-on-one time before they transition to begin their day.

## **DAILY BRINGS**

**Clothing:** Please send in a labeled extra change of clothes that are appropriate for the season. We do play outside every day, so please dress your child for the weather. Make sure your child is wearing shoes for easy movement. Flip-flops, clogs, cowboy boots, and slick-bottomed shoes often cause children to fall when running outside, and limit their play.

**Lunch Boxes:** Please make sure to label all lunch boxes with your child's full name. All lunch items should be easy to eat and should not require heating.

**Snacks:** Each group will have a designated snack time. Please bring finger foods that are easy to eat. We feel strongly that good food both benefit your child's health and also positively influence their energy while at school. Please try your best to send in food that have nutritive value and do not contain sugar as a primary ingredient (such as candy, soda, cupcakes, chocolate etc.)

\*Due to children with allergies or certain dietary needs, students will not share food and we will be a nut free campus.

**Containers:** Use plastic only for storing food or drinks in lunch boxes. No glass, please.

**Water:** You must send in a water bottle labeled with your child's name and the current date. It will be kept in your child's cubby for your child to drink from throughout the day. This water bottle must be taken home and replaced with a clean water bottle every day.

## **RECESS**

Students will get thirty minutes of outdoor play and one hour of indoor play each day because we believe play is an essential part of child development. Outdoor play is directly related to a child's physical strength, weight and immune function. Kids who are active throughout childhood are usually more likely to engage in regular exercise later in life. Encouraging outdoor play in young children helps develop a healthy attitude about maintaining an energetic adult lifestyle. When compared with their peers, kids who spend more time outdoors typically exhibit the following attributes; advanced fine motor skills, lower body mass index, improved muscle strength, greater self-awareness and a greater sense and respect for nature.



## **DISMISSAL**

### **Change in pickup person**

Please notify your child's teacher if someone other than you will be picking up your child. Make sure that a list of people who can pick up your child (in addition to legal parents and guardians) is on file in the school office. If someone who is not on the list will be picking up your child, they will only be allowed to do so if you have notified the teacher and/or after school in advance, preferably in writing. There is a Change in Pickup form posted in the classroom for your convenience. Anyone picking up students must provide a photo ID. Project Play teachers and staff are not responsible for the care of your child once you have signed them out from school.

### **Signing Out**

It is important to sign your child in and out each day. Because your child remains the responsibility of the Project Play staff as long as they are on campus, please do not sign your child out until you are prepared to leave with them (we allow for up to 10 minutes of transition time after you have signed out your child). Parents have a 15 min grace period, after which we will charge \$5 per minute you are late.

## **COMMUNICATION**

Parents are expected to receive, read, and respond to all communication from the school. Information and communication will be sent to both parents. Teachers cannot act as a mediator between parents.

### **Emails**

Much of the communication within your classroom and from the administration will be done by email, including informative newsletters from your child's teacher and monthly newsletter.

### **Phone Calls**

We do not interrupt class activities for phone calls. Messages can be left (day or night) for any staff member on the school's voice mail system. Most teachers check for messages at the beginning and end of their day; they will let you know the specifics. If you need to get a message to your child's teacher during the school day, (to communicate a change in pick up, for example) please call the office. A staff member will deliver your message. After regular office hours, after school staff will answer phones when possible.

### **Newsletter**

You will receive a monthly newsletter with calendar updates, upcoming events and Discovery School information.

## **APPOINTMENTS WITH TEACHERS**

Appointments with teachers may be scheduled throughout the year, as necessary. Many teachers cannot be available for impromptu meetings/discussions at arrival times (other than a quick message), as they are preparing for class and greeting their students upon arrival. Others may not be available at departure times, especially when they have faculty meetings and other meetings to attend after classes are dismissed. Please ask your child's teacher about his/her available times so that he/she can be truly present, and not distracted, when speaking with you

### **End of Year Conference**

Teachers will hand out end of the year assessments at your end of year conference. Conferences are extremely beneficial and can help decide on a placement for the next school year, or to discuss any areas the child could continue to grow in.

## **HEALTH POLICIES**

### **Medical Reports**

A record of immunizations and a physical examination within the past 12 months must be completed and on file at school prior to your child's first day of attendance. Records should also include results of any screenings, prescribed medications, descriptions of any impairments and current or chronic health conditions. All children are required to either be immunized or to have a medical or religious exemption on file in the school office. Non-immunized students might be prohibited from attending school if an outbreak occurs for which they have not been immunized.

### **Administration of Medicine**

Parents must fill out and sign a medical permission form in order for a staff member to give medicine to a child. This form must give date, dosage as stated on the original bottle, and time of administration. If it is a prescribed drug, the doctor's prescription must be affixed to the medicine and staff will, at all times, follow the doctor's prescription—even if the parent is requesting something different. Your child's name must be indelibly written on the medicine. The medications must be locked up while in school and taken home at the end of the day.

### **Health Rules for Attendance**

Children should be kept home from school if they are feverish, have diarrhea, are vomiting, have dark mucous nasal discharge, or if they show signs of becoming sick (listlessness/drowsiness, productive cough, extreme sore throat, ear pain, eyes that are pink, burning, itching, or producing discharge). See exclusion criteria on following page. We realize that it is difficult for working parents to keep their children home, but exclusion will help prevent contagion and promote the health and safety of your own child. Please notify the school if your child has a highly communicable disease or condition, so that all other parents can be alerted. If your child

becomes ill during the school day, every effort will be made to make them comfortable, away from the other children. A parent will be called to come and pick them up.

Children who have or had the following symptoms in the past 72 hours will not be allowed at school

1. Temperature greater than 100.4 (without Tylenol). At New World, Temperatures will be taken with a digital thermometer upon arrival and multiple times throughout the day.
2. Respiratory issues: such as a dry cough or shortness of breath
3. Yellow or green discharge from eyes or nose
4. Swelling in any part of the body
5. Vomiting
6. Lethargic behavior
7. Diarrhea
8. Any rash other than diaper rash unless diagnosed by a physician as non-contagious.
9. Child is uncomfortable to the point of not being able to participate in activities and is in greater need of care than the staff can provide without compromising the supervision of the other children.

**YOUR CHILD MAY NOT COME TO PROJECT PLAY UNTIL HE/SHE HAS BEEN COMPLETELY FREE FROM ANY OF THESE SYMPTOMS FOR A FULL 72 HOURS.**

To prevent the spread of illness and disease, it is important for your child to be well before he/she returns to school. Please follow these guidelines for when your child may return to school:

**ILLNESS**

**RETURN TO SCHOOL**

Hand Foot & Mouth

Fever free for 72 hours & all lesions are crusted over

Pink Eye

24 hours on medication and no eye discharge

Strep Throat

72 hours after initial dose of antibiotics and fever free for 72 hours

Head Lice

After first treatment and when ALL nits are gone.

Ring Worm

No restrictions, if treated (should be covered)

Ear Infections

No restrictions, if fever free for 72 hours and child is comfortable

**A doctor's note may be required for children or staff to validate their illness or to return to school.**

We appreciate your consideration in evaluating your child's health for the protection of other children at school. If your child contracts a communicable disease, the school must be notified and your child should not return to school until free of symptoms. Parents will be notified if your child's class has been exposed to any such diseases.

### **Hand Washing**

Hand washing greatly cuts down on the transfer of germs. We ask that all children and adults wash their hands with soap immediately upon entering school in the morning and from outside play. We also wash our hands before and after eating, before and after water play, after working with Play Dough and other sensorial materials, and after toileting, nose blowing, finger sucking, or touching any contaminated objects and surfaces.

### **RECORDING AND REPORTING ACCIDENTS**

All injuries involving bumps to the head, bleeding, broken bones, and/or requiring medical treatment are recorded in an incident log. An incident report is also filled out, and parents are informed of the injury/accident. The report is signed by the Discovery School staff member completing it and by the parent and kept in the child's student file. Copies are given to the parent and director, and one is sent to the state division.

### **EMERGENCIES**

All teachers have First Aid and CPR training, which is routinely updated. In the event of an emergency concerning your child, the school will first contact you, the parent, and then, if necessary, the back up emergency contacts. If the emergency requires immediate medical care, we will call for an ambulance while we are contacting you. Throughout the year, please notify the school office of any phone number changes for you or your emergency contacts (including work and cell phone numbers).

### **INCLEMENT OF WEATHER**

We follow the HEB ISD weather closings, please refer to their website. We will also send out an email as soon as we get a weather update.

### **PHOTO RELEASE**

Occasionally a newspaper or television station wishes to do a story and take a few pictures of our Project Play children involving one of our field trips or an activity at school. We also use photos and articles about student activities and accomplishments on the school website, Facebook, and Project Play publications. You will be asked to sign a press release / photo release form, which will be one of the initial forms you will be given upon your child's admission to Project Play. If you choose to not sign the form, or if after signing it you change your mind, your desire will be

honored. In that case, your child's picture may still appear on materials that have already been designed and printed, but his/her image will no longer be used on new materials.

### **STUDENT DISCIPLINE POLICY**

The discipline policy at Project Play Discovery Museum is consistent with the educational philosophy of Positive Discipline by Jane Nelsen, Ed.D. It safeguards each member of the school community and furthers the mental, emotional, physical, social/moral, and spiritual domains of our curriculum. Essentially, our discipline approach is not just to keep students "behaving" so the teacher can teach. It is an important part of the curriculum -- helping students learn how to work together, respect their community, and to be mindful of the needs of others. To this end, each student shall conduct themselves in a manner that supports the general learning environment, respects the right of all to live and learn in a physically and emotionally safe atmosphere, develops independent and collaborative learning skills, supports the development of problem-solving skills, and generally upholds the noblest aspects of the human spirit.

1. Guidelines/rules are discussed as a class. Children are taught to use calming spaces and techniques.
2. Behavior is redirected. We redirect a child's activity to another center where the energy is more appropriate, i.e. sand, water, clay, hammering, play dough.
3. Reminders are given and use of a calming space is encouraged.
4. Problems are discussed. We discuss a problem with the child or group rationally and try to think of solutions together and examine their possible effects. Calming techniques are discussed and practiced.
5. Warnings with natural consequences are given if behavior persists. For example, a child may be asked to put work away if playing disrespectfully. Calming techniques are practiced to help change the child's energy.
6. There are times when a child's energy is such that they are not able to cope with their feelings alone, or is simply not able to sit alone by themselves for a minute. In such instances, intervention is necessary, another staff member may be asked to intervene and give the child extra attention until they are able to re-enter group activity.
7. Generally, our environment and activities are designed in such a way as to avoid the need for disciplinary measures. Our faculty is trained to use early intervention, to help shape the classroom atmosphere toward a happy, harmonious, playful one. Teachers give the children lots of positive feedback and affection, and vary the rhythm of activity during the day to provide for successful experiences. The staff offers a variety of materials to work with in order that extra energy can be vented naturally. In cases of discord, children learn to say to each other how they feel and to listen carefully to each other's feelings. This facilitates their

solving their own problems instead of a teacher solving it for them. Children are taught to consider each other's feelings and are given lots of positive strokes for caring behavior.

### **Removal from Class or Dismissal from School**

The physical and emotional safety of students on campus is of utmost importance to Project Play. Almost all behavioral issues either never happen, because they have been prevented, or they are resolved with little class disruption. However, every community, and every classroom has its issues. Therefore, how do we know when a student needs to be removed from the classroom for a period of time? Each child and every situation is unique, but the general guidelines that a child needs to be separated and parents need to be called are:

1. The child has targeted violent or emotionally aggressive or damaging behavior toward another child or children. In this case, often the "victim(s)" need some separation from the aggressor, so they have time to regain a sense of safety in the classroom. Plus, separating the child can sometimes help the child understand how serious or potentially damaging their behavior is for others.
2. The behavior is repetitive, even if no single event is serious enough to warrant removal, a teacher will use their discretion to determine when it is pervasive enough that the class needs a break and the student needs more direct consequences to understand the situation and work on changing behavior.
3. If the behavior is impeding instructional time and community space to a degree the teacher warrants is beyond what the class can expect to deal with. Generally, when a student is removed, it is for the rest of the day, and sometimes for a day or two following. Always, the staff will try to help the student by considering what his/her needs are. What seems to be the reason behind the behavior? If removal occurs more than two or three times, the child may be suspended for our Discovery School.

## **SAFETY PROCEDURES**

### **Evacuation Procedures**

Fire drills and severe weather/tornado drills are held quarterly. Project Play's Emergency Preparedness Plan is designed to ensure the safety of children and staff during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuation and relocation. When the decision is made to evacuate the facility, the Director will make the announcement in the most expeditious way possible that all persons are to evacuate to their assigned assembly area and await further instruction. The building is to be evacuated completely. The Director will notify appropriate personnel and communicate what type of emergency is present. In the event of an actual fire, the Director or Teacher is responsible for notifying 9-1-1 of the emergency from a cell phone outside the building once the evacuation is

complete. In the event of an evacuation, the children will relocate to the open field next to the building.

### **Security Policy**

All Project Play Teachers will be required to wear a name tag to help identify the staff. While our museum will be open during the hours off 10:00-2:00pm our students will not intermix with the general public.

### **Cameras**

Project Play has closed circuit cameras located in the main room and the classrooms. In order to protect the privacy of our children, only the Director, will be able to view the footage. For this reason, the cameras are not available to access via the internet.

## **REPORTING ABUSE AND NEGLECT**

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Failure to report suspected abuse or neglect is a crime. All of our staff will participate in annual training in prevention techniques, how to recognize symptoms of abuse and neglect, and the responsibility and procedure of reporting. This information will be included in employee orientation for all new employees also.

For more information on awareness and prevention of child abuse, sexual abuse and neglect visit [www.dfps.state.tx.us](http://www.dfps.state.tx.us) and/or [www.ministrysafe.com](http://www.ministrysafe.com). Also, available in the office are handouts on: How to recognize child abuse, where to find help in Texas, Information on reporting, and a list of local community resources. Parents may request copies of the handouts at any time.

## **LEGAL ISSUES**

State guidelines require that Project Play Museum be a smoke free, alcohol free, and drug free environment. Children will not be released to anyone who shows signs of being under the influence of alcohol or drugs. The parent or guardian must communicate in writing to the Project Play Director, information such as restraining orders, change in persons who are allowed to pick-up children, and any other sensitive information that could affect the children. Please understand that we work within legal guidelines. Children's records are kept confidential, and are the property of Project Play Discovery Museum.

### **SAFE ZONE**

Project Play Discovery School is also required by law to inform parents that we are a gang-free zone. Specific locations where gang related criminal activity is prohibited include public schools, playgrounds, video arcade facilities and day care centers. Certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of this program is a violation of the law and is therefore subject to increased penalty.

### **CONFIDENTIALITY**

All Project Play employees understand that information regarding children and families of Project Play Discovery School members should be held in the strictest confidence. It is with that in mind that all employees are asked to sign an agreement prohibiting them from using photographs of current or former students on personal social networking site such as Facebook, Twitter, personal blogs, etc. While Project Play employees are not prohibited from socializing with parents via these sites, it is understood that they will adhere to all facets of Project Play's Social Networking Policy and that both staff and parents will conduct themselves in a manner conducive to sustaining a positive, professional environment at Project Play.