

*The Greenwood School*  
**Parent Handbook**  
To  
Operational Policies

*Welcome to the Greenwood Family! We are honored you have chosen The Greenwood School to fulfill your child's developmental needs. At Greenwood School, we are dedicated to the whole child; guiding their social, emotional, and cognitive development, as well as their health and environmental awareness.*

*This handbook is meant to serve as a guide to our policies and outlines what you can expect from us and what we expect in return. We want to work with you to provide the utmost care for your child. While no one knows your child better than you, it is imperative that we work together. If you have any questions or concerns, please let a Greenwood staff member know. We thank you for the opportunity to love and teach your child!*



The Texas Department of Family and Protective Services (DFPS) require many of the following policies. Thank you for your careful observation of these policies.

The mission of **The Texas Department of Family and Protective Services (DFPS)** is to protect children, the elderly, and people with disabilities from abuse, neglect, and exploitation by working with clients, families, and communities. The standards that Greenwood must follow are available for your review in the school's office or at the following website.

[http://www.dfps.state.tx.us/Child\\_Care/Child\\_Care\\_Standards\\_and\\_Regulations/default.asp](http://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp)

The most recent licensing inspection report can be found on the bulletin board at Greenwood or online at

[http://www.dfps.state.tx.us/Child\\_Care/Search\\_Texas\\_Child\\_Care/default.asp](http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/default.asp)

**Reporting Abuse and Neglect**—Texas law requires caregivers to report suspected child abuse or neglect to The Texas Department of Family and Protective Services (DFPS) or law enforcement. Call 1-800-252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

The Texas Department of Family and Protective Services (DFPS)  
Located at 14000 Summit Dr., Austin, Texas 78728  
Phone: 512-834-3195  
Web site <http://www.dfps.state.tx.us/>



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### **Open Door Policy**

1. The Greenwood School has an open door policy. Parents are welcome to drop in occasionally during regular business hours without securing prior approval to observe their child in action at Greenwood. Parents are also encouraged to volunteer during festivals and celebrations. However, please remember that younger children have a difficult time when parents come to visit and then leave without taking the child.
2. We encourage and welcome parents to visit us and their child throughout the day. We do ask that you not to disturb the class during naptime. If it is necessary for you to pick-up or drop-off your child during naptime, please let us know in advance so we can minimize interruptions to the daily routine.
3. You may observe your child's participation in class as long as your presence does not create any distraction for your child, other students or teachers. Greenwood staff members are required to stay focused on the children. Please do not distract the teachers during your observation time. You may schedule a conference or use email to communicate with your child's teacher.



### **Hours of Operation**

1. The Greenwood School is open Monday through Friday, 7:30 a.m. until 6:00 p.m., September through May & June through August, exclusive of holidays. Our core curriculum hours are 8:00-3:00.
2. Our after-school childcare service runs Mon. - Fri. 3:00 p.m. until 6:00 p.m.
3. After-school care will not be offered on selected days as outlined on the school calendar. Please refer to the most recent school calendar for specific closings, early dismissals and events. Reminders are listed in the school newsletter.
4. After-school childcare is available at the drop-in rate of \$12.00/hour with a three hour minimum. Previous enrollment is required.
5. All children must be picked up by 6:00. Please arrive early enough to be out of the school by 6:00pm sharp. Your account is charged \$1.00 per minute after 6:00 p.m. If no one has arrived or called by 7:00, child protective services must be called. Be sure you list several emergency contacts on your enrollment form to avoid communication delays.
6. Holiday closings and early dismissals are listed on the school calendar.
7. Early dismissals may occur on occasion throughout the year. In general, the school will close early when necessary for planning meetings and setting up for special events such as the festivals and celebrations. The Planning Committees may arrange on-site childcare for the children of volunteers during meetings and event set-up. Charges are listed below under Baby-sitting Services.
8. In the event of severe weather, we will make a decision to close the school based on the road conditions and safety concerns for everyone involved. During inclement weather, a class representative or teacher will attempt to contact you letting you know when the school will reopen. Generally, we follow the A.I.S.D. decisions; however, our hours are different so we may make adjustments that they do not make. Please stay in touch, as we do not want to risk having children or staff stranded at the school. You will want to keep a copy of the school directory accessible at home and work.



## Admission & Enrollment

1. Prior to enrollment, parents should explore our website at [www.GreenwoodSchool.net](http://www.GreenwoodSchool.net) , tour our school and meet the staff. When the decision to apply is made, parents should submit the application to the school office along with a non-refundable application fee of \$50. You may email your application to [teachers@greenwoodschool.net](mailto:teachers@greenwoodschool.net) and use Paypal to send the application fee or mail application with check or money order to: 8319 Haskel Dr., Austin, TX 78736, Attn: Admissions.
2. Once the application & fee are received, a "visit day" will be scheduled for the child, followed by a meeting with his or her parents/guardians to discuss enrollment options. If the child is accepted and space is available, parents will receive an enrollment packet to be completed within two weeks and submitted with the non-refundable enrollment fee. If space is not currently available, the child's name will be placed on a waiting list and parents will be notified as soon as there is a space in the class.
3. Parents and guardians of newly enrolled students are required by the State of Texas to attend a school orientation. School policies & procedures will be reviewed during the orientation. Parents/guardians will be advised of orientation date upon enrollment.
4. **The Texas Department of Family and Protective Services (DFPS) and The Greenwood School require the following enrollment forms be completed prior to the student's first day of school.**
  - 1) The Greenwood School Application Form
  - 2) TXDFPS Admission Information Form
  - 3) Health Statement completed within the previous year and signed by both the parent/guardian and physician.
  - 4) Copy of a current Immunization Record or original, notarized, Exemption Affidavit.
  - 5) Emergency contact information on the enrollment application must be completed including the names and phone numbers of at least one (1) emergency contact(s), other than the parent/guardian.
  - 6) Enrollment Agreement
  - 7) Parent Acknowledgment of Greenwood School Policies.
  - 8) Hold Harmless Agreement
  - 9) Directory Information
5. All required fees must be paid and all forms/agreements completed before a child is enrolled.
6. The Greenwood School reserves the right to exclude the new enrollment of, or terminate the existing enrollment of, a child at any time, including, but not limited to, children whose behavioral and educational needs cannot be met at Greenwood School without fundamental alterations of or undue burden to our existing programs, procedures, or practices, as deemed by Greenwood School, and/or children whose fees and/or tuition payments are in arrears.



### **Tuition and Fees**

*Please understand that tuition is based on enrollment NOT attendance.  
Tuition, Enrollment & Application Fees are non-refundable and non-transferable.*

1. Greenwood School accepts cash, checks, money orders & PayPal for payment. Please make checks out to “Greenwood School”. All checks must include the parent/guardian's driver's license number and name of your child. PayPal payments may be sent to teachers@greenwoodschool.net and should include child's name in the notes. Greenwood School does not accept credit/debit cards at this time.
2. Monthly tuition payments are due on the first of each month. If the first falls on a weekend, the tuition is due on the Friday before the 1<sup>st</sup>. Tuition is late after the 5<sup>th</sup> of the month and a \$15 late fee will be assessed. Enrollment may be suspended until tuition and late fees are paid. You may place your check or money order in the tuition box just inside the front door or use PayPal to make payment. Please leave cash with office manager or other staff who can provide receipt. Greenwood does not give make-up days or refunds for missed days due to illness or school closings
3. A one-time Application Fee & Enrollment Fee is due upon enrollment.
4. Your monthly tuition payments cover the complete cost of enrollment for that school year. The tuition rate has been determined with consideration to dates we are closed, possible bad weather dates, and the months that contain five weeks or extra days. The Greenwood School does not offer vacation days. If you choose to go on vacation or keep your child out of school for any reason, the student's place at The Greenwood School is held by your monthly tuition payment.
5. There are no partial or prorated months. Partial months during the school year will be billed at the drop-in, hourly rate.
6. Drop-in care is available for enrolled students by appointment and according to availability. The Drop In Rate is \$12.00 per hour with a three-hour minimum.
7. If you are late to pick up your child, you will be charged \$1.00 per minute that you are late. Please call the school as soon as you know that you will be late.
8. Returned check charge is \$35.00.
9. All delinquent accounts will be pursued to the fullest extent of the law until collection of funds is satisfied.
10. The Greenwood School reserves the right to increase tuition and other charges upon 30 days prior written notice



### **Arrival and Departure**

1. Upon arrival at school, the student must be walked onto the school property by an adult and delivered to the teacher in charge. *Students must never be dropped off in the parking lot.* The adult that accompanies the child onto the property must sign them in on the school sign-in sheet. [Texas licensing regulation as of September 1, 2003.]
2. At pick up time, students are expected to stay with their class and teacher until an authorized adult receives the student from their teacher and signs them out [Texas licensing regulation as of September 1, 2003]. *Students are never to walk alone to a car or run out and greet parents in the driveway.*
3. In nice weather, children may be on the playground at pick up time and will be kept there while the parents go into the building to sign them out and pick up their lunch box and belongings.
4. Our students are expected to demonstrate mature social behavior while at school. After the initial greeting with your child, please have him or her walk with you to the car. Likewise, children should walk onto the campus in the morning without being carried. It is recommended that the students carry their own lunch container.
5. Greenwood School must be notified if someone other than a parent or legal guardian will be picking up a student. They will be asked to show identification until staff becomes familiar with them. Be sure you list all alternatives on your child's enrollment form. You are responsible for the behavior and actions of anyone acting on your behalf while they are at The Greenwood School. If a relative or friend picks up your child late, you will be billed for the extra time.
6. Once an adult makes contact either verbally or physically with a child being picked up, the adult assumes full responsibility for that child. Children must follow school rules at all times; therefore, parents are expected to know and enforce the rules once they arrive to pick up their child.

7. Gardens and gardening equipment are off limits to students except when being supervised by staff.
8. Children are not allowed to play indoors without the supervision of a staff member. Clover Garden children are not allowed to play in the Ginger Garden and vice versa without specific permission from the staff member that is supervising them.
9. Please notify Greenwood in advance if you plan to pick up your child early or late. When picking up a student during class, please do so quietly to minimize the distraction. If you must pick up your child during nap time it must be made brief and staff must be told beforehand so they can prepare the child for pick up without interrupting the other children's nap.
10. You must notify the director if your child will be absent from his or her routine bus or carpool arrival.
11. We strive to maintain a natural environment with few reminders of our technical society. When you arrive to pick up your child, be prepared to focus your attention on your child. Please mute pagers, cell phones and two-way radio devices while on school property or leave the devices in your car.
12. Children who are not enrolled at Greenwood may not play at Greenwood during drop-off time or pick-up time. They have not made behavior agreements with our staff, and therefore cannot be held accountable for those agreements. To further complicate the situation, parents do not know all the rules of play at Greenwood. This combination puts staff in the awkward position of correcting a parent who is unknowingly allowing their child to break a play rule.
13. Please do not linger at drop-off and pick-up time. Do not distract staff members that are supervising children. (See the policy section on [communication](#) .)



### **Communication**

1. You will want to keep this Handbook accessible for reference throughout the school year. Should it be misplaced, you may request another copy via email or refer to the online version available on our [website](#).
2. Communication is a vital part of our mutual success as teachers & parents. Communications with Greenwood Staff or the Owner/Director are best put in writing, by hand note or email, so they can be reviewed during scheduled conference times. Parent/Teacher Conferences will be scheduled for a time of day when the teacher is not supervising children.
3. School meetings and parent-teacher conferences may be convened whenever a parent or teacher deems it appropriate. These meetings help to assure that each student is receiving the appropriate education and services. These meetings provide parents the opportunity to visit with staff and to stay informed of their child's progress. Parent/Teacher Conferences are generally held between 1:00-2:00 on weekdays.
4. The school's website should be checked regularly for posted events and information. The Canopy newsletter will be posted on the web site bimonthly. Each issue contains very important information about upcoming events in addition to messages from teachers. Stay informed. Please read your newsletters carefully and mark your calendars with important dates. The newsletters will be sent via email as well as available on our website.
5. Check the bulletin board daily. You will find special notices, field trip information, etc. You may also use this space to communicate with other parents or post your business card.
6. Any concerns you have about your child or other school-related issues should first go to your child's teacher. If you and the teacher are unable to resolve the matter, the owner or director may be consulted. Keep in mind that a private conversation should be held after hours or during the teacher's conference time.
7. You may use the tuition box or email as a means to correspond with the teachers, office manager, or the owner/director. Submit your requests, suggestions, comments, questions, etc., in writing and place them in the tuition box or email them to [teachers@greenwoodschool.net](mailto:teachers@greenwoodschool.net). Keep in mind that email messages may not get to the teachers until the next business day. Your messages will be printed and placed in the teacher's box within 24 hours. Please include a phone number where you can be reached and the best time to call.



### **Health and Immunization Requirements**

1. The State of Texas requires an up to date record of immunizations be on file with The Greenwood School unless you provide a notarized Affidavit as proof of exemption for health or religious reasons. If your child is enrolled in a different school and participating in our after-school program or day camp, the immunization record must be on file with your child's regular school. Helpful web sites: [Texas Department of Health Services request for Exemption Affidavit](#), [VaccineInfo.net](#)

2. The Greenwood School staff does not dispense over-the-counter or prescription medications. As necessary, we will assist with homeopathic remedies, but because of the fast pace of our school day, the timing of doses cannot be guaranteed. It may be necessary for a parent to briefly visit the school during the day to administer a dose of remedy or medication.
3. Most medications have side effects that impede a child's ability to learn and play safely. Side effects of drugs often include sluggishness, hyperactivity, dizziness, irritability, etc. If over-the-counter or prescription medication alters the child's ability to participate fully, appropriately and safely, the child must be kept at home until fully recovered and medication is no longer necessary.
4. If your child is taking an over-the-counter or prescription drug, please provide the staff with a package insert or drug information sheet from a pharmacist or reputable web site. In the event of an emergency, this information will be given to EMS.
5. Do not bring your child to school if they are ill. Our program is physically demanding and we do not have adequate staff to offer special care for children who are not well.
6. Students must be fever-free (98.6°F) for the 24-hour period following an illness prior to returning to school. A normal temperature is about 98.6°F when taken orally (by mouth). Temperatures taken rectally (by rectum) usually run 1° higher than those taken orally. So a normal temperature is about 99.6°F when taken rectally.
7. Parents must complete the Emergency Contact Information in the child's enrollment packet, including the name and phone number of at least one (1) emergency contact other than the parent/guardian. This person(s) should be available to pick up the child in the event that the parent/guardian is unavailable. Emergency person(s) should be available during school hours. Parents should inform this person(s) they are designated as an emergency "backup" for the child and inform them of the above mentioned responsibilities. Parents should keep the center informed of any and all changes to information regarding the emergency contact. Emergency Contact forms will be updated annually at the beginning of each school year.
8. If a student becomes ill while at The Greenwood School, all parties listed as Emergency Contacts on the child's enrollment form are contacted, and a responsible party is asked to pick up the student. Parent 1 will be contacted first, if staff is unable to reach this parent, staff will leave a message and proceed to contact Parent 2. If parent 2 is unavailable, staff will leave message and contact the 3<sup>rd</sup> Emergency Contact listed. Staff will continue to try all contacts until a responsible party is reached to pick up the sick child. Students who become ill while at school will be separated from the other students. We will provide a comfortable, quiet place for the child to rest while waiting for his or her parents to arrive.
9. Some contagious infections may warrant a school closing. If we are not confident that we can prevent the spread of a disease, we will close the school until the contagion can be controlled. This might be the case with stomach or intestinal viruses and head lice.
10. Should an outbreak of a vaccine preventable disease occur (measles, chickenpox, whooping cough, etc.), children with Immunization Exemptions may not be allowed in school for the duration of the outbreak. This decision would be made by the Travis County Health Dept. and not a decision of Greenwood School.
11. Children enrolled in The Greenwood School must have health insurance coverage for illness and accidents. It is the responsibility of the parent to provide health insurance for the child. The child's current insurance information must be on file at the school. If you do not have health insurance, a school administrator will be glad to assist you in finding an affordable policy.



### **Assessments and Screenings**

1. Licensing regulations require that enrollees who are four years of age or older by September 1 of each year be screened for vision and hearing at some time during each school year. Parents must provide Greenwood with documentation of the screenings. Although we encourage parents to have a speech screening done, documentation is not required.
2. Teachers may recommend other types of screenings and assessments. The recommended screening or assessment subsequent therapy or treatment may be made a condition for your child's continued enrollment at The Greenwood School.



### **Classroom Activities and Special Events**

1. Parents are responsible for cleaning out their child's basket and drawstring bag every day. Check for old food, water bottles, soiled clothes, etc. Make sure that your child has several clean changes of clothes in their drawstring bag.

2. All students are responsible for keeping up with their own belongings. We are not responsible for lost, misplaced or stolen articles such as clothes, gloves, shoes, books, papers and toys. Label everything! A lost and found basket is provided in a designated area.
3. Do not allow your child to bring toys or games from home. On special occasions, arrangements may be made with a teacher to make an exception to this rule. Communication and planning is the key. Media characters, electronic toys and toy weapons are never permitted.
4. All students are required to participate in all classes, activities and special events. If a child is not well enough to participate or refuses to participate in ordinary school activities, the parents will be called to come and pick up the child as soon as possible.
5. Occasionally, pictures may be taken of students participating in class activities. If you do not want your child to be photographed or to have his or her photograph published, please make this request in writing. We reserve the right to use these photographs for our flyers, brochures, web sites and advertisements without compensation.
6. Parents are discouraged from photographing or videotaping during Greenwood performances and activities. If the photo opportunity is important to you, please speak to the school director in advance about scheduling a photo shoot after the performance. Photos taken by school personnel will be shared via the Internet.



### **Snacks and Lunches**

1. We provide a morning and afternoon snack. (Snack schedule is posted on the bulletin board) If your child will not eat the snack that Greenwood provides, please discuss the situation with the teacher. She may ask you to send a snack for your child on certain days. You may send your own snacks provided they are nutritious (cheese, fresh fruit, boiled egg, sandwich, etc.), and require no preparation. Make sure that your child can self-serve the snack with little assistance from staff. Let your child know which item is intended for snack. You may want to designate the color of the container or tie a ribbon around the snack item.
2. Please provide a nutritious lunch from home. Desserts, cereal bars, pastries and sweets are not permitted. Any sweets will be put aside and returned to the parent. Lunches must meet a high standard for a nutritious balanced meal. Simple sugars have no role in a nutritious meal. For some children, special consideration should be given to the glycemic index of the foods that you send. Consult library references or the Internet for more information about glycemic index as it relates to children's nutrition. Candy, gum and carbonated sodas are not permitted at Greenwood. Partially hydrogenated oils should be avoided. Please do not send snacks that contain these harmful fats. Please do not send chips with the lunch. Carrots are a nice substitute for the crunchiness of chips.
3. Choking Hazards—some foods are choking hazards for children. Do not include in your child's lunch, any round, firm foods (like hot dogs and carrot sticks) unless they are chopped completely. Cut or break these foods into bite-size pieces (no larger than ½ inch. Hotdogs can be cut into long strips. Children are not allowed to walk around at school with anything in their mouth. This includes vitamins, cough drops, gum, mints, and candy. If you give such an item to your child, make sure it is completely consumed or wrapped in a tissue and safely disposed of before you enter the school.
4. The Lunch Box and containers – Please purchase the Igloo Cool 8™ to be your child's lunch box. Use a cold pack such as "blue ice" or a frozen water bottle. Lunch boxes should not have zippers or latches of any kind. There should be no fabric or nylon straps on any part of the cooler. The cooler must be large enough that a child can quickly drop all containers and lids into the box without special arrangement for fit. Thermoses and coolers must be free from media characters and decorative stickers. Your child's name must be written on both sides of the cooler, on the cold pack and on each container and container lid. Please use durable, reusable containers and cloth napkins.
5. **CLOTH AND UTENSILS** -- Lunches must include a small towel or cloth napkin and all necessary utensils such as a fork and spoon. Children will use the cloth as a place mat. You may include an additional cloth to be used to wipe hands and face.
6. **NO PACKAGING** -- Help us promote sustainability. Do not send foods that are sold in disposable packaging such as individual juice packs, cereal bars, prepackaged applesauce, squeezables, cheese crackers, fruit cocktail, etc. Do not send plastic straws, paper towels, foil, plastic wrap, zip lock bags, etc. Please do not use glass containers in the lunch box. Do not send food wrapped in plastic, paper or foil. String cheese should be removed from the wrapper at home. Yogurt should be transferred to a reusable container.
7. **DRINKS** -- Drinks must fit inside the lunch cooler. Drink containers should be spill proof and leak proof. Drink containers must be washable and reusable. Disposable straws are not allowed. Water is required; however, unsweetened soymilk or rice milk is acceptable for a second beverage. Juice may be included as a second beverage, but must be limited to 6 ounces, unless it is diluted.



8. **FRUIT**--Fruit should be peeled and cut at home and placed in a reusable container, or you may teach your child how to peel the fruit prior to sending it in the lunch box. Please do not send more than half of a banana. Ripe bananas have a very high glycemic index. The half banana should be placed in a container to protect it from bruising.
9. **TRASH**--Lunches should not contain any trash items. Children will not have the opportunity to deposit items in the trashcan. Naturally occurring wastes such as crusts, pits, cores, seeds, peels, etc. will be returned home in the lunch box.
10. Lunch items that need to be served warm should be brought in an insulated thermos-type container. Staff will not heat food for children. Write the child's name on the outside of the thermos and the top. If children cannot easily eat directly from the thermos, send a plastic dish and we will help them transfer the food to the dish.
11. Children, who arrive before 8:00 a.m., may bring a nutritious breakfast to be eaten between 7:30 and 8:00 a.m.
12. The children will have a late snack at 5:00 p.m. (4:45 pm in winter). This 5:00 snack will come from whatever is left in the child's lunch box. You may send something specific for this time of day; just make sure you label it "5:00 snack." All of the above rules apply. Make sure that the containers fit in the lunch box cooler.



### **Birthdays and Celebrations**

1. A special circle-time celebration is observed for each child's birthday. Parents should bring wholesome muffins and assist the teacher in serving at snack time. Greenwood will provide you with a recipe for the muffins. Teachers put a great deal of thought and planning into each child's celebration. Please be considerate and plan the event with the teacher several weeks in advance. Please notify the teacher if you will be unable to attend or participate. Birthday circles will generally be held on a Thursday or Friday, rarely on the child's actual birthday. Teachers prefer to have the child at school all morning and not to leave with parents after circle. Please do not take photographs during birthday circle.
2. Invitations to a party or celebration away from school may be handed out at school only when all members of the child's class are invited. Place an invitation in each child's basket. Thank you notes should be mailed and not placed in baskets, unless every child receives one.
3. As part of the regular curriculum, students will learn about cycles in nature and special days celebrated in a variety of cultures. Festivals and celebrations of a particular season may be combined for a broader theme. With the help of parent volunteers, we will pick and choose occasions to celebrate and sprinkle them throughout the year. Special days observed at school may include solstices and equinoxes, Chinese New Year, May Day, Halloween, Martinmas, Saint Nicholas Day, Santa Lucia Day. Sometimes we make them up to enhance our curriculum. Such as Animal Blessing Day and Fir and Feathers Day. Please make suggestions for celebrations observed by your family.



### **Behavior Guidelines and Discipline**

1. By keeping these simple agreements, students learn to respect others and play cooperatively and safely. Each morning, Greenwood students will agree to use...
  - \* Walking feet (indoors and on concrete)
  - \* Listening ears
  - \* Golden words
  - \* Loving hearts
  - \* Gentle hands
  - \* Inside voices
2. One of the ways we provide children with a creative, magical, non-biased and non-competitive environment during these early years is to limit their exposure to media characters, i.e., Disney, Barbie, cartoons, super heroes, etc. while they are in our care. This policy applies to clothing, lunch boxes, and thermoses. If a child arrives at school with media characters on their clothing, your child's teacher may have the child put on their extra clothes from their bag or turn the shirt inside out.
3. We promote self-discipline, self-control and a healthy respect for authority. Physical punishment is never used. We expect students to follow our teachings, rules and directions. We expect parental support in the maintenance of respectful behavior. A brief separation or cooling off period may be implemented. As consequences for inappropriate behavior, suspension from certain activities may be implemented. Repeated inappropriate behavior will result in the child being sent home for the day.

4. If a child threatens or intentionally hurts another child or a teacher, he or she will be suspended immediately and possibly expelled following a parent-teacher conference.
5. Spanking or threats of spanking are not permitted on school property. Violence or threats of violence toward children or teachers will result in suspension or expulsion. The Greenwood School reserves the right to suspend or expel any student without a refund.

[The following discipline and guidance policy is set forth and required by the Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance]

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.



### **Transportation**

1. Aftercare enrollees from Oak Hill Elementary shall be transported to The Greenwood School by the A.I.S.D. bus system. Parents must notify Oak Hill Elementary that their child needs bus transportation to The Greenwood School (8319 Haskel Drive).
2. Students riding on the bus are the responsibility of A.I.S.D. until they are delivered to staff at The Greenwood School. Please direct your questions or complaints to your public school institution. Check with them for rules and regulations pertaining to bus behavior.
3. Parent volunteers and staff may transport students going on field trips. The liability insurance of the driver will apply during transport.
4. Students who are difficult to manage during a field trip may be suspended from future trips. A suspended student may not attend school on the day of the field trip. There is no refund or compensation for suspended time.
5. Children must use child restraint seats according to state laws. If the child is **both** less than five years old **and** less than 36 inches in height, they are legally required to be in a car seat or booster seat.

[http://www.txdps.state.tx.us/director\\_staff/public\\_information/seatbelt.htm](http://www.txdps.state.tx.us/director_staff/public_information/seatbelt.htm)



### **Baby-sitting Services**

1. The Greenwood School does not endorse or promote employment of staff for baby-sitting or other services offsite of Greenwood property. Current members of Greenwood School Staff cannot be employed by families of students both currently and previously enrolled unless they first complete a "Hold Harmless Waiver" available from the office.
2. Onsite Baby-sitting services during school functions such as meetings, social events and festival setup may be provided for a fee if there is sufficient interest to cover the cost. The money to pay the sitter will be collected from the parents at the time of the event. Parents will pay a fee of \$5.00 an hour per child. Parents must sign up for childcare in advance to assure that an adequate number of caregivers can be arranged.



### **Withdrawal, Re-Enrollment, Changes in Enrollment**

1. To provide children with a sense of security, we need the opportunity to prepare them for changes in our enrollment. It is not in the best interest of any child to have their friend disappear suddenly from his or her life. It is also not in the best interest of any child to be suddenly removed from their school with no opportunity to process the changing circumstances and say "good bye." Greenwood, therefore, requires that parents give a full calendar month's notice of withdrawal in writing on the first of the month prior to withdrawal. If your decision to withdraw is made mid month, you will be responsible for tuition due on the first of the following month. If the required notice is not given, the responsible party will be billed for a month of childcare, plus late charges and any other fees owed the school.
2. Tuition and fees are non-refundable and non-transferable. In the event that you change your mind about enrollment, tuition and fees cannot be applied toward any other Greenwood student or program.
3. A \$200 re-enrollment fee is assessed to any student returning within six months of withdrawal or dismissal.
4. To change to a different program or schedule, such as full-time to part-time or to withdraw from extended care, etc., you must make your request in writing at least one calendar month prior to the month that you wish to make the change. Changes are contingent upon teacher approval and an opening existing for the space that you are requesting.



### **Animals and Plants**

1. Children are expected to behave compassionately to all animal and plant life.
2. Children may not capture any living creature unless a teacher supervises its capture and the creature is needed for a legitimate educational purpose. All captured creatures must be treated humanely. Under strict supervision, children will occasionally play a part in pest management, such as digging up grubs and feeding them to the chickens or releasing ladybugs in the garden.
3. Children may not be destructive to plants. Children may not pick flowers, pull grass or remove leaves from trees, vines or shrubs unless supervised by a teacher, and the sample is needed for a legitimate purpose.
4. The Greenwood School occasionally has laying hens in the hen house. There may also be a "Guide Dog in Training" for Guide Dogs of Texas. Children will occasionally pet the puppy under supervision. The guide dog puppy spends most of his or her time on a leash or in a crate; however they do share the playground in the early morning.
5. Physical contact with the chickens is not allowed. Walking or running after an animal is considered inhumane and is prohibited. Children are encouraged to observe domestic animals, wild animals and insects but are to keep an appropriate distance and not attempt contact.
6. It may be educational and fun to have a pet of a Greenwood student to visit the school. Any animal's visit must be announced in writing to all parents at least 24 hours prior to the actual visit. Visiting dogs must remain on a leash that is no longer than five feet and under the direct control of an adult at all times. If the pet is not on a leash, it must remain in a kennel, cage or other secure container as long as it is on the school property. Any visiting pet must have a statement of health and a current vaccination record on file with Greenwood.

7. If the school adopts additional pets, parents will be notified.
8. Donations for pet support are always welcome.



### **Media**

1. Studies show that a moderate amount of television viewing with discretion may benefit school-age children. However, children enrolled in The Greenwood School are not school-age children. Television viewing may actually impede normal language development in early childhood. Any time spent viewing video, television, electronic games, etc. takes away from the time spent actively learning and developing.
2. We ask that you eliminate television, computer and radio exposure all together. However, if you choose to expose your preschooler to media, please do not do it on school days and limit your child's viewing to less than two hours per week.
3. Television programs and advertisements are full of gender bias, stereotypes, aggression and violence. Many programs teach children that violence is an acceptable way to solve problems. These images are contradictory to what we teach at Greenwood. In the good vs. evil scenario, we do not believe that violence is justified by the fact that a "good" character is fighting an "evil" character. Please make sure that you are aware of the program content, and that you are not undermining our lessons of peace, equality and compassion.
4. Children at Greenwood are not allowed to play-out or discuss stories and images from television and movies. We will redirect their play or conversation and hold a conference with the parents to discuss the problem. If the behavior continues after redirection, the child may be suspended or expelled from Greenwood.
5. Please do not send children to school with media on their clothes, underwear, socks, hair ornaments, lunch boxes, thermoses, stickers, temporary tattoos, etc.



### **Dress Code**

1. By age three, children should be able to dress and undress themselves at school with limited assistance from staff. If your child is not able to operate buttons and zippers, then they should wear clothing without those types of closures at school. While we are willing to gently coach and direct children that are having difficulty with dressing, we encourage independence in all matters of personal care and hygiene.
2. Over-alls and jump suites are discouraged because they difficult for the child to get on properly.
3. One of the ways we provide children with a creative, magical, non-biased and non-competitive environment during these early years is to limit their exposure to media characters, i.e., Disney, Barbie, cartoons, super heroes, etc. while they are in our care. This policy applies to shoes, clothing, lunch boxes, thermoses, etc. If a child arrives at school with media characters on their clothing, your child's teacher may have the child put on their extra clothes from their bag or turn the shirt inside out.
4. Medical studies on sunscreen are troubling. Currently, we ask that you only use zinc oxide mineral sun block on your child needs extra sun protection. UV protective clothing and hats offers safe protection and trees shade most of our play areas. If using sun block, be sure and apply it before the bug spray. Teachers generally won't apply sunscreen or bug spray on children, however, they may re-apply a child's insect repellent during aftercare if children are getting bites. For your convenience, a sunscreen and bug spray storage cabinet is available on the back porch. Please label your products with your child's name.
5. We recommended insect repellent during the warmer months. Insect repellent should be effective against mosquitoes and chiggers and applied to the outer clothing, underwear and exposed skin. Parents should apply insect repellent before leaving the child at school.
6. Hats that protect from sun and cold are required. Clothing accessories such as jewelry, belts, suspenders etc. are not allowed at school. These items will be removed and placed in the child's basket.
7. Children will wear rain boots or water shoes on the playground. Shoes get badly soiled and may not be worn indoors. Rain boots should be a good fit for the child's foot. Rain boots should be in good condition and provide protection from abrasion. Children often drop logs and rocks on their own feet
8. Crocks are not permitted because the rubber is soft and easily penetrated by sharp objects such as cactus spine, metal, and glass. We strive to keep our playground free from such hazards, however, this is an old property and children often dig up old metal or glass that was buried decades ago.
9. We understand that some children are fashion conscious. However, fitness and sensory integration are our priorities. Straight skirts, long dresses, tight slacks, sarongs, etc. don't allow full-range movement and freedom from worry. Please insist that

your child dress appropriately for all types of school activities and current weather conditions. If your child cannot be convinced, bring a change of clothes and ask a teacher for assistance. Children are often more cooperative once that arrive at school.

10. Stains happen. Teachers cannot promise that students' clothes will survive the day undamaged. Art and play naturally put clothes at risk. Save the new and expensive clothes for other occasions. Knitted materials often get caught on shrubs and fences, and we do not always use washable paint during art activities.
11. Please make sure your child has a hooded raincoat at school that is appropriate for the current season.
12. Students are not to wear cosmetics such as eye shadow and lipstick except when necessary for performances or festival costumes. Inconspicuous, non-toxic body art is acceptable as long as it does not pose a distraction for other students.
13. Camouflage print is not permitted at Greenwood. Camouflage generally symbolizes hunting and military activities. The discussion of either sport hunting or military activities is counter to Greenwood's educational philosophy. Those subjects are too complex for comprehension by preschoolers.



### **Emergency Preparedness Plan**

1. Greenwood staff will call 911 in the event of an injury or serious illness that cannot be adequately treated with a typical first aid kit. Parents will be called using the School Directory and/or Emergency Authorization Contact form on file after the phone line is clear and the situation is in the hands of the EMS.
2. In case of an emergency evacuation, Greenwood staff will take the following action:
  - A. Move the children to a designated safe area or alternate shelter known to all employees, caregivers and volunteers. First, teachers are instructed to call out to other staff members/director that the building must be evacuated. Teachers will gather the children checking their sign-in sheet/roster with directory attached, making sure every child is accounted for. If smoke is present, we will tell the children to crawl like kittens, using the evacuation routes posted in every room, exiting the building with the children, checking closets and bathrooms along the way. We will tell the children that we are all going to the log. Staff will follow the children out of the building and join the teacher at the front of the line at the log. Children will sit on the log and answer to roll call. Making contact with other staff members present, we will use the sign in sheet to verify that all children are present at the log, reporting status to Director/Assistant Director.
  - B. The Director's/Supervisor's role in an evacuation plan:
    1. As everyone exits the building, go through closets and bathrooms, double-checking for children. Call out in case a child is hiding. Listen carefully for voices or crying.
    2. Exit the building using routes posted.
    3. Go to the log and check the roll status with the other staff members. When every child is accounted for, call 911.
2. For a building evacuation, we will keep children outside on the playground if possible or we will relocate children to the Fix's house next door, 8311 Haskel Dr., east of Greenwood.
3. In the event of a neighborhood evacuation, we will relocate children to the Oak Hill Volunteer Fire Department , located at 9211 Circle Drive, Austin, Texas 78736.
4. In the event of any emergency evacuation/relocation, we will attempt to contact parents by phone (referencing the school directory and/or emergency contact form) and safety permitting, leave a note on the front door of The Greenwood School.



### **Water Activities**

1. During warm weather, Greenwood staff may provide for activities involving six to ten inch deep pools of water and water sprinklers. Children are required to wear water shoes and swimsuits during water play. Toddlers may be required to wear a swim diaper.
2. Sunscreen should be applied each day by the parents over any part of the body that is left exposed when the child is dressed for water play.
3. Greenwood recommends that children wear swimsuits that cover the shoulders, arms, back, tummy and thighs.



### **Field Trips**

1. Field trips are rare at Greenwood School. In general, trips for preschoolers are difficult to manage and have little educational value for the children.
2. If a field trip is planned, it will be announced at least 2 days in advance.
3. Students must have parent's written permission for field trips participation on file at the school.
4. Parent volunteers and staff will transport students on field trips.
5. Field trip participation will be optional. Any children that are not participating in the field trip will be cared for by Greenwood staff at the school.
6. See additional information under *Transportation*.



### **Breast Feeding**

The Greenwood School provides all necessary accommodations for breast feeding mothers. Please let us know what you need.



### **Staff Information**

The Greenwood School is staffed by individuals who meet, or exceed, the Texas State Department of Education Office of Child Care requirements.

- The Greenwood School is owned and operated by Tracy Schagen.
- Substitutes may be used when regular staff is absent. Substitutes shall meet state requirements in regards to substitutes.

All staff is subject to:

- Criminal Background Checks--All staff are subject to reference checks, criminal background checks and fingerprinting.
- Education and work experience verification.
- Emergency Certification— Greenwood Staff are all certified in First Aid and CPR
- Training—The Greenwood School is committed to ensuring that staff are competent and skillful. To that end, all school staff is required to attend in-service training and workshops.

We believe that a school's excellence is ultimately measured by the quality of its staff, which is why we're extremely selective when it comes to our teachers and employees. Every employee at Greenwood School is held to the highest standards and must complete a pre-employment screening process.



### **Gang-Free Zone**

House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires the following information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers.

Revised November, 2014

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law.

The Gang-Free Zone is all property within 1000 feet of Greenwood School. This means certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of Greenwood School is a violation of this law and is therefore subject to increased penalty under Texas law.



### **Confidentiality Policy & Licensing**

All personal records of children and families are kept in the strictest confidence. Information pertaining to admission, progress, health, or discharge of a child shall be confidential, unless we have written permission for disclosure from the parent or guardian.

#### **Licensing:**

The Greenwood School is fully licensed by the Texas Department for Family and Protective Services to care for children ages 18 month to 5 years, and is inspected annually. Current licenses, permits and inspection reports are posted at prominently at our school. A copy of the state's Minimum Standards for Child Care Centers is available in the Director's office. The DFPS website is [www.dfps.state.tx.us](http://www.dfps.state.tx.us). The local licensing office is located at 3635 SE Military Dr. San Antonio, TX 78223. They may be contacted at 210-337-3399.



### **Policy Changes**

The Greenwood School reserves the right to make policy or financial changes anytime it is in the best interest of the school and will not compromise the quality of the children's care. All changes will be given at least a two-week notice. Parents will be notified of policy changes in writing. Parents must sign and return an acknowledgment of policy change(s). We also reserve the right to make changes in the classroom environment without advance notice to the parents, as long as any change remains within state regulations.



### **Reporting of Suspected Child Abuse and/or Neglect**

Parents should be aware that licensed daycare centers staff and administration is required, under penalty of law, to report all suspected cases of child abuse and/or neglect. All caregivers and staff undergo training on how to detect child abuse, report child abuse and protect children from child abuse. Such cases will be referred to the Texas Department of Family and Protective Services and/or to the authorities immediately. The child abuse hotline number is 1-800-252-5400.