



# PARENT HANDBOOK



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## INTRODUCTION

### SCHOLA INTERNATIONAL MULTILINGUAL SCHOOL

“NURTURING THE JOY IN LEARNING ENABLING CHILDREN TO BLOOM”

### ABOUT US

Schola International is a micro-school that incorporates the Montessori, Waldorf and Reggio Emilia philosophies, principles, and methodologies to create an innovative and unique learning environment. We believe in the intrinsic abilities and capabilities of children and strive to produce a better and kinder society in which human beings will respect each other and live-in harmony and peace. This vision will only come true if we allow children to develop their intellectual and cognitive abilities along with experiencing respect, kindness, and finding joy in serving other members of society. In Schola International our families find a safe place to let their children bloom into the beautiful human beings they are destined to become.

Our holistic approach to learning empowers children and encourages them to take charge of their own learning experience. Our students are encouraged to explore the limits of their curiosity and exploit their interests, transforming curiosity into a genuine hands-on learning experience.

We started as a learning pod and we have grown into a successful learning community where staff members and families, together, form a team committed to the nourishment and enrichment of a healthy childhood for our students, providing them the opportunity to explore multiple methods of learning. We are currently working to transform Schola International into a multilingual micro-preschool, where children are daily immersed into Spanish, English, and French environments.

We recognize the importance of bringing up emotionally healthy and resilient children, that is why we incorporate social-emotional learning in our daily curriculum ensuring our students are not only academically proficient but also emotionally healthy, kind, respectful and joyful human beings.

### OUR MISSION

To transform the lives of the children we work with, by creating a safe learning environment that feels like home and provides our students and their families with a loving family-like supportive network.



To maintain and encourage a learning environment that ensures high quality academic education as well as healthy social-emotional development in a multicultural multilingual setting.

To make sure our team has the best toolset to work with our students and provide them with every learning opportunity they need.

## OUR VISION

Enable our students to fully develop their innate capacities to become successful learners, confident and kind individuals, and responsible citizens by:

- Providing a positive, caring, respectful and relationships-based environment
- Ensuring we are always a place where your child feels safe and enthusiastically anticipates his day-to-day interactions and learning activities.
- Nourishing students' curiosities and interests to prepare them for the bright future ahead of them.

## OUR VALUES

We strive to provide our students with a rich and nourishing environment in which they experiment first-hand our core values:

- JOY
- KINDNESS
- RESPECT
- COMMUNICATION
- INTEGRITY
- PARTNERSHIP AND CARE

## INFORMATION:

### Department of Health and Human Services Child Care Licensing Division

You are entitled to see the required postings from Texas Child Care Licensing. You may ask the Director to view: The Minimum Standards for this Licensed Child Care (also available on the web at <https://hhs.texas.gov/doing-business/hhs/provider-portals/protective-services/providers/child-care-licensing/minimumstandards> or at your local Licensing office), Inspection / Investigation



Report,(compliance information is also available on the web 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) or from your local Licensing office), Documentation of liability insurance, Fire Marshal's Inspection Report, The most recent Health Department's Sanitation Inspection Report, The most recent Gas Pipe Inspection report, and the Child-Care Campus's operational policies.

## Child Abuse

### Preventing and Responding to Abuse and Neglect of Child

A. Employees are required annually to obtain a minimum of one-hour training on preventing and responding to neglect of children.

B. Methods used for increasing employee and parent awareness of issues regarding child abuse and neglect warning signs that a child may be a victim of abuse or neglect are as follows:

1. Printed materials are available for parents and staff relating to increasing employee and parent awareness regarding child abuse and neglect, including warning signs that a child may be a victim of abuse.
2. Poster "Keeping Children Safe" located on parent information board.
3. Refer parent to Child Abuse Hotline at 800-252-5400 or [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

C. Methods used for increasing employee and parent awareness of prevention techniques for child abuse as follows:

1. Printed materials are available for parents and staff relating to increasing employee and parent awareness regarding child abuse and neglect, including warning signs that a child may be a victim of abuse.
2. Poster "Keeping Children Safe" located on parent information board.
3. Refer parent to Child Abuse Hotline at 800-252-5400 or [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

D. Strategies for coordination between the campus and appropriate community organizations include:

1. Open communication between communities between community organizations by mail, email, or telephone.



2. Attending meetings and/or trainings with community organizations.

3. 3. Refer parent to Child Abuse Hotline at 800-252-5400 or [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

E. Actions that the parent of the child who is a victim of abuse or neglect should take to obtain assistance are as follows:

1. Refer parent to information on poster “Keeping Children Safe” located on the parent information board.

2. Refer parent to Child Abuse Hotline at 800-252-5400 or [www.hhs.state.tx.us](http://www.hhs.state.tx.us)

3. Refer parent to local police department or 911.

F. Parent Education and Resources

1. [www.parenttoolkit.com](http://www.parenttoolkit.com)

2. [www.discoveryeducations.com/parents/](http://www.discoveryeducations.com/parents/)

3. [www.pbs.org/parents/](http://www.pbs.org/parents/)

4. [www.choosemyplate.gov](http://www.choosemyplate.gov)

## DISCIPLINE/GUIDANCE POLICY

SCHOLA offers new incoming parents and children an adjustment period.

Parent (s) can remain in the school for 2 hours, for the first and second day at drop off. After that the teacher will receive the child and take him/her inside and will send a picture of well-being to parents. (Procare App )

The school has a copy of MINIMUM STANDARDS RULES for LICENSED CHILDCARE CENTERS which contains reasonable standards for childcare facilities in Texas.

All staff and volunteers are required to undergo training on minimum standards to ensure safe childcare.

The following is a short, but important, list of discipline and guidance policy that Schola expects every staff and volunteer to know: The school’s staff must ensure that discipline and guidance



are consistent, are based on an understanding of individuals' needs and development and promotes self-discipline and acceptable behavior.

There must be no cruel, harsh, or unusual punishment/treatment.

-Staff or volunteers must not shake, bite, or hit the children.

-The staff must not put anything in or on a child's mouth as punishment.

-The staff may use brief, supervised separation of children from the group if necessary, but the staff must not place children in a locked or dark room with the door closed.

Use your "inside voice" when speaking to the children. Remember, it is not always.

WHAT you say but HOW you say it. Your tone of voice should reflect respect for the children and concern for their well-being. "No" and "Don't" are not Schola words. Use positive statements to obtain the behavior you are seeking. For example, instead of "Don't run," try "Use your walking feet." Instead of "Don't throw rocks," try "Let us leave the rocks on the ground". You are a role model for the children. Using "Please" and "Thank You" as much as possible will teach them to use these positive words, too.

## Parent Code of Conduct

Standards of Conduct: All Parents/Guardians and Volunteers will:

- \*Respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion, or disability.
- \* Follow program confidentiality policies concerning information about children, families, and staff members.
- \* Not allow a child to be left alone or unsupervised while under their care.
- \* Use positive methods of child guidance and not engage in corporal punishment, emotional, or physical abuse, or humiliation; not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of





basic needs: do not bind or tie a child to restrict movement, or tape a child's mouth; use physical activity or outdoor time as a punishment or reward.

\* Conduct themselves in a manner that reflects positively upon the program's reputation and upon the children and families the program serves. \*Compliance with Code of Conduct is the responsibility of teachers, parents/guardians, volunteers, or anyone else involved with the program. To ensure orderly operations and provide the best possible learning environment, the school expects parents/guardians to follow this Parent Code of Conduct.

\* It is not possible to list all the forms of behavior that are considered unacceptable. The following are some examples of violations of rules of conduct.

\*Threats to staff, parents, or children.

\* Physical or verbal punishment of a child

\* Swearing or cursing

\* Smoking

\*Quarreling, verbal fighting, loud shouting, and display of anger

\*Bringing drugs, alcohol or weapons to program sites or events

\* Physical violence

\* Inappropriate or excessive displays of physical affection between adults

\* Inappropriate dress, including for example, low-cut tops, bare midriff or clothes with words or pictures inappropriate for young children

## CONFIDENTIALITY POLICY

### Protection of Child's Record

Schola establishes procedures for the protection of confidential records and information on the families and children we serve. \*Disclosure with parental consent Parents will complete a form



for Release of Confidential Information during orientation or when a record is requested from a child's file. \*Disclosure without parental consent

Files can be accessed by certain entities without parental consent. This would be a review by the Federal Auditors, Fiscal Auditors, USDA audit, Contractors of the program, appropriate parties in an emergency, records that are subpoenaed by a judicial order, or records requested by Child Protective Services.

All files remain locked in the file cabinet in your child's Family Service Workers office.

## Parental Rights

Parents have the right to inspect child's records. Only information relating to your child will be disclosed when requested. This request must be completed in writing. If a parent feels the information is incorrect, they can request that the record be amended.

## EDUCATION

Schola will provide your child with an educational program.

This means that your child's needs will be met in a responsive manner by his/her teacher. Infants and toddlers learn through play and exploring their environment. Your child's teacher will be provided activities and materials that encourage your child's development. Activities for children in the room will vary according to their own needs.

Schola children will be provided a daily report if needed and a minimum of two parent conferences, during the year to discuss your child's progress. However, your child's teacher is available to meet with you at any time if you have a question or concern.

## Hours of Operation

We are open Monday thru Friday from 7:30 am to 5:00 pm all year, except for holidays, vacations, etc. (check year calendar).



Schola will have emergency contact numbers posted.

All information listed above will be posted clearly.

The focus of the Family Services/Parent Involvement Program is on the child, the family, and the community as a group of interacting personalities. The role of the staff is to provide support to the child and family.

## Payment Policy

You are responsible for the full monthly tuition even when your child does not attend Schola because of vacation, illness, or any other reason including forced closure due to public emergencies. This also applies to school closures for holidays and staff development (see our annual calendar). Monthly tuition is due on the 1<sup>st</sup> of each month if payment is not received by the 3<sup>rd</sup> an additional daily fee of \$30 will be charged until monthly tuition is paid in full.

## School Calendar

Schola International is open year-round with a few closures scheduled throughout the year. The closures include teacher trainings that support our continuous professional growth, and time-off for all to recharge batteries and spend time with our families. Our full-time staff give their best to our students daily; therefore, they are paid during all closures. Because of this, tuition is due monthly and does not change regardless of attendance or school closures.

Please see below January - December list for the official holiday dates. Schola International calendar changes yearly and additional closure dates might be added throughout the school year at the discretion of the Director. All families will be notified in advance by email of any additional closure dates including parent- teacher meetings, special events, and internal staff development trainings.

### **Holiday Dates**

- Martin Luther King Jr, Monday, January 16, 2023
- Cesar Chavez Day Friday March 31, 2023
- Good Friday, April 7, 2023
- Memorial Day, Monday, May 29, 2023



- Independence Day, Tuesday, July 4, 2023
- Labor Day, Monday, September 4, 2023
- Thanksgiving, Thursday 23 & Friday 24, November 2023
- Christmas Holidays Dec 16 through 31, 2023
- Classes Resumed Tuesday 2, 2024

## Supply List

The following items are required and will be stored in your child's personal box at Schola International. Please be sure to label all items\* with your child's full name in a visible place. When an item has been needed and used in school, i.e. if your child used one set of clothing packed in the supply set, be sure to restock as soon as possible. Our staff will periodically check each child supply box and a note will be sent home if there is any item that needs to be restocked.

1. Two full changes of clothes: t-shirts, pants, socks, underwear, and sweater if in winter.
2. Reusable water bottle that does not have a hard straw in it, and the child can use it independently.
3. Sunscreen and child safe insect repellent
4. Two large packets of baby wipes per month (average of 200 wipes per month)
5. Preferred diapers if needed, pull ups are not recommended. (Only potty training)
6. For students who are enrolled full time: a soft blanket & pillow\*\*.

\*We cannot be responsible for anything that is not labeled. Any items that are not labeled will be placed in the lost and found but may accidentally be placed in a different child's box.

\*\* These items will be sent home every Friday for cleaning and washing and expected to be returned to school on Monday drop off.

Schola doesn't require that children be Potty Trained, but staff will help in the process if solicited. Comfortable and easy managed clothes are recommended for this purpose.



## Sunscreen and Insect Repellent Application

Parents and guardians must apply sunscreen on their child's face, arms, and neck prior to arrival. Bug repellent will be applied before any outdoor activities, and sunscreen might be reapplied throughout the day as needed. Please restock your child's sunscreen and insect repellent at least every 6 months.

## Student Dress Code

Upon enrollment each student will be provided two Schola International short sleeve polo shirts (If needed, more can be purchased at the cost of \$15 per shirt). These are used on the first Friday of each month. "Schola Sparks", as well as when desired.

Students can wear raincoats, sweaters or jackets, shorts, pants, boots, as needed. Label everything please.

\*\* Students must avoid wearing costumes to school unless the school requires it.

\*\*Students must avoid bringing toys, iPad, etc., we have enough learning and playing material.

Please encourage your children to leave toys in the car or house, otherwise they will be picked up and we can't be responsible for lost toys.

## Birthday Parties and Celebrations

Our community loves to celebrate together, for this reason we encourage all families let us know whenever something has happened in your child's life that you would like us to celebrate as a school family. We also put together a special birthday celebration ritual for each of our students it's important for us that you are present for his celebration. Please contact us at: [info@scholainternational.com](mailto:info@scholainternational.com) to schedule a day and time for your child's birthday celebration.

## Water Activities

Supervised water activities will take place throughout the school year. All potential bodies of water will always be emptied when unused or unsupervised; and all students will always be supervised while conducting water activities. If a student's clothing gets wet during these activities a dry change of clothes will be provided and the wet set will be sent home in a Ziplock bag upon pickup. Please make sure to always keep your child's supply box replenished with items that are the correct size for your child.



## Parent Communication System

Each student's learning experience is unique and will be tracked and communicated as follows:

\*Daily Activities & messages are registered and sent through PROCARE APP.

\*Each teacher diligently has observations recorded on confidential documents and will be discussed during the teacher-parent meetings scheduled every three months.

\*A monthly work portfolio will be sent home at the end of month. Please note that not all work portfolios will contain the same materials; Since learning is an individual process the final work product of each month might differ from child to child. \*The monthly work portfolio will contain a Teacher Comment Format with a brief description of the child's learning process, curiosities and interests observed during the past month.

\*Parent teacher meetings will take place tri monthly. Teachers will send options to schedule.

## Parent Access to Building:

Parents and guardians have access to their children at any time they require it. Please call-in advance to let us know you are coming. Parents are not allowed in the classrooms while there is an active class in session however, you are welcome to sit in the office while your child exits his classroom.

## Injury and Illness report:

When a child has been injured or is not feeling well, the incident will be immediately tended to and depending on the gravity of the situation it will be reported by phone call to the child's family or emergency contact. An email reporting the situation will also be sent out before the school day is over and the incident will be reported verbally to the parents upon pickup.

If the accident requires immediate medical assistance, emergency services (911) will be called first and the family/guardian or emergency contact will be notified immediately after.

## Behavioral Incidents and Daily Conflict Resolutions:

In Schola International we understand that children are learning how to interact with the world and with each other, they are constantly developing their skill sets and practicing them in their day-to-day interactions. For this reason, we provide them with a safe environment in which Conflict Resolution and Self-Control strategies are practiced every day in a positive and calm manner.



In the event of a conflict that leads a student to an emotional upset and/or hurtful reaction, the Teacher will help the child navigate the emotion and once he is calm, the teacher will help him practice the skill needed to successfully resolve the conflict.

A ProCare ( school's info app ) note describing the event in an objective way will be given to the parents of the children involved, this note will describe the situation and the resolution provided along with strategies or skills to practice at home. Please review this note in a calm positive environment and help your child practice the strategies and skills suggested.

This note is confidential, and it is intended to create consistency between the school and parents on helping children develop their conflict resolution skills. Alignment between school and family is extremely important for the children's success in developing a healthy skillset. These notes are not a negative report on the students record but rather a way to keep parents informed and engaged with their child's social-emotional development.

## Suspension and Expulsion Policy:

In Schola International we prioritize the safety of our students and teachers above anything else. In the event of a recurrent harmful behavior that puts the safety of other students or staff members at risk, a Parent- Teacher meeting will be scheduled. In that meeting we will prepare a collaborative action plan along with regular follow-ups to help the student successfully develop the skills he is lacking. However, if there is not a noticeable improvement, a meeting will be called to discuss the issue providing confidentiality regarding the identity of the students involved. A decision regarding the situation will be made always maintaining the wellbeing of our entire community as the main priority.

## Drop Off and Pick Up

### **DRIVE SLOW PLEASE!**

Drop off time begins at 7:30 am. We encourage all the children to arrive by 9:00 a.m. If you need to schedule an occasional special situation, late drop off, doctor appointment, etc. please contact the director in advance. Designated drop off area is through the back of the building; If you wish to accompany your child to the door, please park or walk with your child to the back area. It is important to follow drop off rules to avoid traffic jams.

Pick up time for half time students is promptly at 1:00 pm, pick up time for full day is at 3:00 pm, and pick up time for Full time students is at 5:00 pm. For pick up please follow the car line & only park your car in the back of the building if needed. Be mindful that we have limited parking spots, we appreciate the process to be done as quickly as possible, so no families are held up and pick up routine runs smoothly and effectively for everyone.



If at any time you need to schedule an early drop off or a late pick up please send an email to [info@scholainternational.com](mailto:info@scholainternational.com)

## Late Pick up Fee

We are very respectful of the private time of our teachers and staff, for this reason we ask that all our families are punctual with pickup time. If a student is not picked up within the time of their designated pickup schedule, a \$ 1.00 fee per minute tardy will be charged in the following monthly tuition.

(ex. 1:01 p.m. - \$ 1.00, 3:05 p.m. - \$5.00, - 5:10 p.m. - \$ 10.00 ).

Parents will be asked to sign a tardy notice upon a tardy pick up.

## Pick-up Authorization

Each family is required to fill out an authorized persons and emergency contact information sheet, it is the parents or guardian's full responsibility to update this information whenever needed, please contact us immediately if any of this information changes.

During pickup students will only be released to authorized persons, if the teacher in charge of pickup is not familiar with the person picking up the student, she will ask for an ID and check the Students Record to confirm said person is authorized. If your child is going to be picked up by someone who is not listed as an authorized person in your child's records you are required to inform the Director via email, make sure to include the person's full name and the date in which this person will pick up your child. Upon pick up the teacher in charge will ask for his or her ID, photocopy it and later file it in the students Record, please note that this process might slightly delay pick up however safety is always our main priority.

In the case of changes in the current custody arrangements a copy of the court's ruling will be required, and it will be filed in the child's record. Please note that unless we receive this document, we will be unable to change the authorized parent information sheet.

## Lunch Policies and Regulations

Throughout the day our students have two scheduled lunch times: a light morning snack and a lunch meal, both must be brought from home in a soft lunch box in containers that are easy to open and close. All





items contained in the lunch box, including the box itself must be labeled in a visible place with the student's full name. Please refrain from any food that might represent a choke hazard, if the Lead Teacher determines that a certain food might be a choke hazard, she will remove it from the child's lunch box, and it will be returned to the parent or guardian upon pickup.

The morning snack must be one whole fruit or vegetable and one starchy dry food. In accordance with our core beliefs and learning philosophies this snack although brought from home is prepared by the students and the teacher in their classroom. Each student will peel, cut, and serve their fruit along with their starchy food. Some suggestions for the morning light snack are listed below:

- Banana and granola
- Tangerine and crackers
- Blueberries and plain pasta
- Avocado and multigrain slices of bread
- Strawberries and homemade pancakes

At noon, our students have their lunch meal, this meal must be more substantial than the morning snack and include one food of each food group. Since each child's feeding habits are different, we only ask that families restrain from sending prepacked snacks and no added sugar or food colorants. Please pack all food in containers that can easily be open and closed and include a hard-shell reusable ice pack if needed.

Some examples of lunch meals are listed below:

- Rice, cherry tomatoes, cottage cheese, chicken tenders.
- Cheese slices, pita bread, grapes, salmon.
- Pasta with meat, corn, and blueberries
- Crackers, avocado, hard-boiled egg, assorted nuts.

During both lunch schedules students are joined by their teachers and provided all necessary dishware, do not send cutlery or additional juice or milk.

Candies and or chips are not recommended.

When students stay after 3:00 p.m. they need an afternoon snack, too.

## ILLNESS PREVENTION

At Schola International we take precautions to prevent the spread of major diseases as much as possible. This includes frequent handwashing as well as constant sanitizing and disinfecting of our environment and class materials. We ask that you help us prevent communicable diseases by:



1. Making sure you and your child sanitize your hands before you arrive at Schola.
2. Keep your child at home when needed, as stated in the following list of Illness policies

## Injury and Illness Policies

Your child must be kept at home if any of these symptoms arise:

- Child has a fever of 101 or more.
- Child has thrown up or had diarrhea in the last 24 hours.
- Child has a rash for unknown reasons.
- Child presents with a contagious or unidentified skin or eye infection.
- Child has any contagious condition or has been exposed to a contagious condition.
- Child feels uncomfortable to a degree where he/she cannot engage in regular activities or require consistent one-on-one attention that cannot be provided in a group setting.
- Child has blisters that have not yet dried out.

*Students may return to Schola after being free of fever, vomiting and/or diarrhea for at least 24 hours without medication; and if applicable once blisters have dried out completely.*

Here are a few examples of potential transmittable illness and conditions and how we handle them:

- Head Lice. Child may return after the first treatment is completed and no live lice or nits are present. If we see any live lice (nits), a child will be moved to a place away from other children and must be picked up immediately.
- Hand, Foot, and Mouth Disease. Child may return when the fever is gone, and the child is well enough to participate in normal activities (lesions or rash may still be present). A doctor's note stating the child is ready to return and no longer contagious is required.
- Whooping Cough. Child may return 5 days after appropriate antibiotic treatment begins. A doctor's note stating the child is ready to return and no longer contagious is required.

If your child is diagnosed with a contagious condition, please inform us immediately so we can take necessary precautions. When informing other families about a possible outbreak,



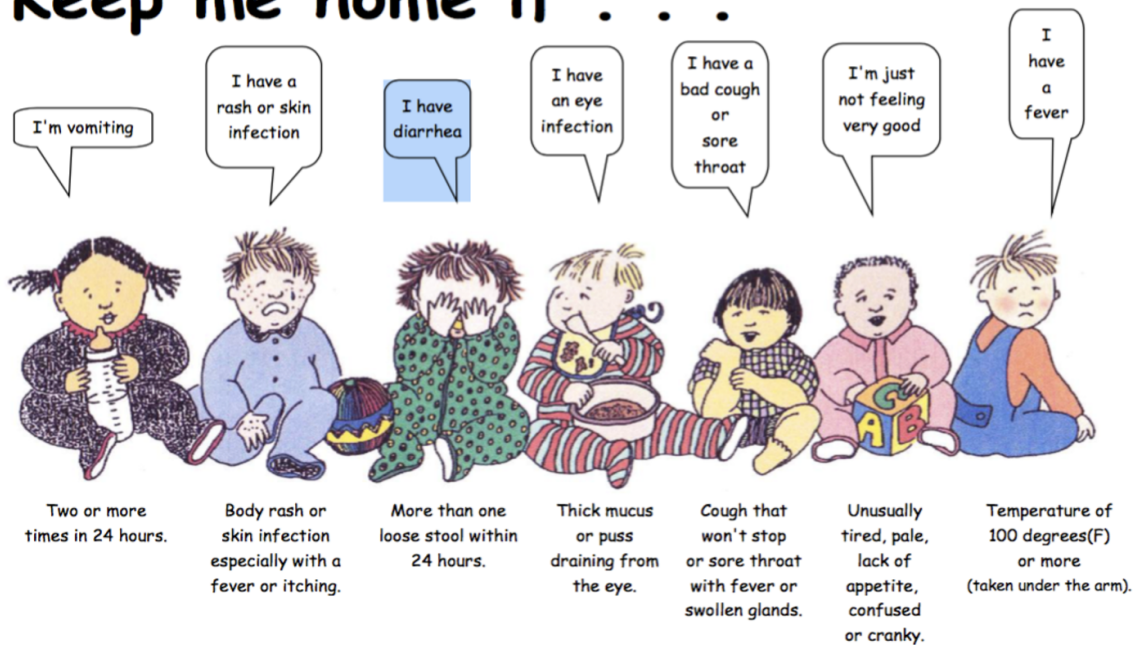
information about the child who has the contagious condition is kept confidential. A doctor's note must be provided prior to returning to Schola.

If a child gets sick while at Schola, the parent or guardian will be notified for early pick-up. If a child has a minor injury at school, such as a bruise or a scratch, parents will be notified during pick up and/or via email. All injuries and accidents are tended to immediately by our staff and will be communicated in accordance with our Parent-Communication System.

We take major precautions to prevent major injuries under our care. Using ongoing supervision and consistent conversations with children about safety and risks, and we offer an environment that meets most health and safety standards set by the U.S. Consumer Product Safety Commission's Public Playground Safety Handbook. However, a major injury could arise as accidents can happen at any time. If so, we will call 911 if necessary, and notify the parent immediately after.



## Keep me home if . . .



### When your child is sick:

1. Have plans for back up child care.
2. Tell your child care provider what is wrong with your child even if the child stays home.

## Certificate of Good Health and Vaccination Record

(Immunization Requirement for children)

Upon enrollment a certificate of good health issued and signed by the child's pediatrician must be provided along with a current vaccination record. Enrollment will not be completed until these documents are provided. Schola International requires all enrolled families to update their child's Certificate of Good Health and Vaccination Record every year.



## Diagnosed Allergies

If your child has a diagnosed known allergy, it is the parents' full responsibility to communicate this information to Schola International in the enrollment form. In addition to this information an Allergy Action Plan provided by the student's pediatrician is required. This Allergy Action Plan will be filed in the students Record Binder, a copy will be visibly displayed in the child's main classroom and additional copies will be displayed in all areas of the building where an allergic reaction can be triggered. It is the parents' full responsibility to provide all medications needed to successfully fulfill the Allergy Action Plan. Please note that if the Allergy Action Plan is not provided or if the needed medication required in the pediatricians Allergy Action Plan is not fully and adequately stocked (no expired medications will be accepted) the student will not be allowed to attend school.

## Visual and Hearing Screenings

For students over the age of 4 a visual and hearing screening is required to be provided and updated yearly.

## Daily Health Checks

Daily health checks will be conducted throughout the day, any sign of illness or injury such as bruises, cuts, scrapes, rashes, suspicious spots, or overall sickly appearance will be documented and communicated to the parents or guardian via email.

## Staff Health Policy

The health and safety of our community is one of our main priorities for this reason all our staff and teachers are required to have all their vaccines up to date and immediately report any health condition that might affect our community. All staff members are required to stay at home if they feel ill or suspect they might have a contagious illness. If one teacher is sick her group will attend class and the normal work schedule and planned activities will take place under the supervision and guidance of another fellow teacher.

## EMERGENCY AND FIRST AID PROCEDURES

The School has an emergency/evacuation plan for response to fire and/or natural disasters. This plan includes procedures for evacuations for fire and sheltering/severe weather, which includes



an alternate location. Fire drills will be conducted monthly. sheltering/severe weather drills are done once every three months.

A copy of the plan is posted in each classroom in the school.

Director Office. Information on dates and times of drills are posted, this plan is available for review at any time through your director. The Director will go over these procedures with volunteers.

First aid kits and fire extinguishers are in the school. Staff are the personnel who can administer first aid to the children. Should a child become injured, report it immediately to the classroom teacher.

## Emergency Preparedness Plan

(Emergency plan)

Listed below you will find the emergency situations we are prepared for. If you would like further information regarding our preparedness plans, please contact our office at [info@scholainternational.com](mailto:info@scholainternational.com)

Bad weather

Lockdown

Nearby explosion or gunfire

Accidents at school

Intruder

Power failure

All our teachers are infant and child CPR certified and are trained in the correct use of a fire extinguisher. We have monthly fire drills as well as hazardous weather and lockdown drills every three months to ensure all our staff is prepared for any emergency.

## Severe Weather Plan

\*If the weather becomes severe, we will take all necessary precautions to ensure the safety of children in our care.

\*The Director makes all final decisions regarding school closings



\*When extreme cold temperatures and dangerous wind chill conditions exist, parents or guardians are responsible for making sure their child is properly dressed in warm clothing and to cover all exposed skin surfaces.

\*Parents or guardians are responsible of making the final decision as to whether their child should attend care.

\*Schola International does not have bad weather make up days.

## EXTRACURRICULA ACTIVITIES

We currently have no supplementary services. We soon may offer afternoon activities like music, dance, gymnastics, and other options for an additional fee for interested families. If you would be interested in enrolling your child in after school activities in Schola International, please send an email to [info@scholainternational.com](mailto:info@scholainternational.com)

## LICENSING INFORMATION

Schola International is licensed by the Texas Health and Human Services under license number #1721241 we are compliant with the Minimum Standard for Childcare Centers

You can find additional information regarding these standards in:

<https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>

If there is anything you want to communicate us or any situation you feel needs to be addressed, we are always here for you at:

[Info@scholainternational.com](mailto:Info@scholainternational.com)

512-305-3908



## PARENT HANDBOOK 2023-2024

Students full name

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Parent or guardian full name

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Parent or Guardian Signature

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Date: 

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