

# **Early Childhood Program Parent Handbook**



**2009-2010**

# **Child Protective Services Licensing Statement**

Thank you for choosing The Honor Roll School's Early Childhood Program. Our program is registered with the Texas Department of Protective and Regulatory services and we adhere to the Minimum Standards set by the state. Our program is inspected on a regular basis and those inspection reports are available for you to review at the TDPRS' web page. If at any time you wish to contact childcare licensing you may do so by calling their main numbers, 713-940-5200 or 713- 940-3009. All suspicions of child abuse and neglect must be reported by calling 1-800-252-5400. The Honor Roll School Early Childhood Program is also accredited by SACS.

## **Mission Statement**

*The mission of the Early Childhood Program is to cultivate a love of learning through a challenging educational program in a caring and supportive atmosphere.*

## ***THRS Philosophy Statement***

*The ECP staff value learning and achievement, thus our programs represent the very best academic standards. Together, teachers and parents, we are committed to providing an environment that enhances students' personal development and encourages them to respect each other's strengths and differences. Individual and cooperative achievements are fostered through inspiration, success and friendly competition.*

*Our school's teaching style is a constructive blend of the old and the new. We neither abandon traditional methods in favor of the latest trend, nor do we ignore advances in our understanding of the latest child development research.*

We believe that honor, respect and responsibility, practiced daily, lay the foundation for our students to become thoughtful citizens.

# GENERAL INFORMATION

## ECP Hours:

### Transitional Kindergarten:

#### Arrival

6:30-7:45	Special extended-care hours (before school)
7:45-8:15	Arrival for students not in extended-care and curbside drop off at Alcorn Oaks Dr.
8:15 a.m.	Start of the school day and homeroom time.

**Students arriving after 8:30 are considered tardy.**

#### Dismissal

2.50 – 3:15	TK dismissal and curbside pick up
Car Pool Note:	TK students are picked up in the Alcorn Oaks driveway
<b>3:15 - 6:30 p.m.</b>	<b>Extended-care hours (after school)</b>

## THE SCHOOL DAY PROGRAM:

The Early Childhood Program offers a School Day program for all classes from 8:30 a.m. to 3:30 p.m. The children can be dropped off and picked up at the car pool lanes on Alcorn Oaks Drive parking lot. A late fee of \$15 will be charged if a child is picked up after 3:45.m.

### Toddler and Pre-K Program Arrival:

Students may arrive as early as 6:30 am. and proceed to the Extended Care Room for morning extended care. Their classroom teachers will **collect them from the Extended Care Room between 7:30 – 7:45 a.m.** **All children should be in school no later than 8:30 a.m.** in order to participate in the “learning time” activities.

Although the ECP does not serve breakfast, children arriving between 6:30 and 7:45 a.m. may bring breakfast from home and eat it in the Extended Care Room.

**Children arriving after 8:00 a.m. should eat before coming to school.**

### Dismissal:

Children may be picked up at your convenience in the afternoon but **no later than 6:30 p.m. after which late fees will be charged in accordance with the Late Pick-Up Fees schedule set forth in the *Financial Responsibilities* section of this handbook.**

**FRONT DESK HOURS:**

6:30 a.m. - 6:30 p.m.

(ECP only – the ES/MS desk is open between 7.30 a.m. and 4.30 p.m.)

**TELEPHONE SWITCHBOARD:**

The ECP's telephone number is 281 265 7888.

The ECP's fax number is 281 265 7880.

**VISITORS to CAMPUS:**

All visitors must sign in and out at the Front Desk

**ARRIVAL/DEPARTURE/LEAVING CAMPUS DURING SCHOOL HOURS:**

Parents must sign their children in upon arrival and sign them out in the afternoon. Any student leaving or returning to campus during the school day must be signed out upon departure and signed in upon arrival in the classroom.

**MORNING/AFTERNOON SNACKS:**

All ECP children are provided a daily morning/afternoon snack.

Students who wish to bring their own snack and/or water have the option to do so. We provide healthy snack choices and ask that you do the same for any snacks sent in to school with your child.

**Peanut Free policy – Due to the increased incidence of peanut allergies in children and in light of our responsibility for the safety of all children in our school, The Honor Roll School has adopted a “peanut free” policy. We do not serve any food items containing peanuts, peanut butter or peanut derivatives, or cooked in peanut oil. All of our parents are asked to refrain from sending food items containing peanuts, peanut butter or peanut derivatives to school. Your cooperation is appreciated.**

**NAPS/REST PERIODS:**

All students in the Two-year old and Pre-K classes are required to take a 2-hour nap each day. Children in Transitional Kindergarten take a 45-minute rest each day. The ECP will provide each child with a plastic mat. Parents are responsible for bringing a small blanket or child-sized sleeping bag and a pillow for their child(ren). Every Friday, the blankets, pillows, or sleeping bag must be taken home and laundered before being brought back to school on Monday.

**CLOTHING:**

**Each child should bring 2 changes of clothing (pants, shirt, underwear, and socks) to be kept at school. Please mark each item clearly with the child's name.**

All Two-year old and Pre-K children should wear comfortable play clothes and appropriate shoes—tennis shoes or closed-toed shoes are acceptable. **In order to avoid accidents and injuries, open-toed sandals are not permitted. For safety reasons, jewelry such as earrings, necklaces and rings are not allowed.**

Transitional Kindergarten students are to wear their uniforms Monday-Thursday. They have a free dress day on Fridays. (See *TK Uniforms/ Dress Code*)

**LIBRARY:**

Children in the 21/2 year- old classrooms, Pre-K and T.K visit the Library on a regular basis. Parents in Pre-K and TK may check out library books for their children on a weekly basis. Parents are responsible for the books checked out in their family's name. Students will receive weekly reminders of all over-due books. If a book is lost, the family is expected either to purchase a replacement book or cover the cost of a replacement. Failure to do so may result in the withholding of progress reports or report cards.

**EMERGENCY CLOSING:**

In the event of severe weather conditions or other emergencies, the ECP will either cancel or delay the opening of school. This decision will be made as early as possible and broadcast on TV Channel 2 and radio FM 99.1. We will follow the emergency closure of Fort Bend Independent School District in most instances. The School will contact you through Schoolreach, an automated phone system. Please ensure your phone number on file is up to date.

**LOST & FOUND:**

Labeling items of clothing and other personal items is encouraged. Found items will be maintained in the "lost and found" cabinet in the Dining Hall for at least a calendar quarter. Any item not claimed after that time will be donated to a charitable cause.

**COUNSELOR:**

The ECP provides a counselor as a resource to students and parents.

The counselor works in classrooms and with individual students. The counselor is available on Extension 1066 and parents are encouraged to make an appointment as needed.

**DINING HALL:**

Lunch is served in the Dining Hall for TK. 2 ½ Year Old and Pre-K classes eat in their classrooms. A menu with a vegetarian option is available and a choice of milk or juice is available. However, parents should provide the meal if there are any other special dietary requirements. Lunch count is taken in the homeroom class each morning.

**STUDENT MESSAGES FROM HOME:**

Messages or items for students should be delivered to or called in to the Front Desk.

**FIELD TRIPS for students in Pre-K and Transitional Kindergarten:**

Pre-K students will go on two field trips a year, at a cost of \$ 20 per child. TK students are scheduled to go on three trips a year and the cost is included in the Supply & Activity Fee.

Teachers must receive permission slips signed by the parents prior to the field trip in order for the students to go on the trip. At the time of departure, all drivers must have an accurate list of students who are in the vehicles. Students must follow proper rules/laws for seat restraints in accordance with the type of vehicle being used.

**DISCIPLINE:**

Our learning experience should be both fun and productive. Therefore, if behavioral problems arise that disrupt learning, such issues will be dealt with appropriately. Parents will be informed of concerns and any disciplinary action in writing.

In the case of persistent inappropriate behavior or instances of extremely disruptive classroom behavior, the Administration has the right to inform parents that their child may not remain enrolled in the ECP. The ECP conducts a review after the first 40 days of a child's enrollment in the ECP to determine whether continued enrollment is appropriate but retains the right to disenroll a child during that 40 day period should circumstances warrant.

# **Policies on Abuse and Health**

## **I. Alleged Child Abuse and Neglect Policy**

The ECP follows the principle that all students have the right to be protected from neglect or abuse, whether verbal or physical..

The ECP requires all employees, volunteers and anyone acting on behalf of the ECP, to conduct themselves in a manner which promotes the best interest, protection and well being of students. Accordingly, The ECP has implemented prevention/awareness programs for its staff regarding the identification of neglect or abuse and their duty under the law to report any reasonable grounds for suspecting a case of abuse to Child Protective Services and the Administration for investigation and appropriate action.

## **II. Health Policy**

The health of all the students at the ECP is a primary concern and depends on all families following all school policies and procedures in this area. Parents are urged to be mindful of this important fact.

**Based on Texas early education law, parents are reminded that no student may start school until all appropriate health forms have been submitted to the ECP Front Desk or the Nurse's Office.**

**All students entering the ECP are required to bring in a physician's health report and a copy of their immunization record.** All reports and records must be submitted prior to the student's first day of class and all information must be current and up-to-date. It is important for returning students to update their health information on an annual basis or whenever there is a change of information. Your physician may fax your child's records to 281-265-0244. **Please ensure that the physician puts the child's name on the fax.**

**Students who are ill and/or have a fever should remain at home.** Should a student exhibit any symptoms of any illness, the parent will be notified by the ECP (typically by the Nurse) and asked to pick up the child. If parents cannot be contacted, emergency contacts will be notified. Students must be picked up within an hour of notification.

**The Nurse will decide whether or not a child is well enough to attend class. The Nurse's decision is final in these matters.**

The regulations of the Texas Department of Health require that all students must be free from fever (100.4° F or higher) without benefit of medication for more than 24 hours before returning to school.

When a student contracts a contagious disease, the parents must inform the Nurse immediately

**It must be understood that the ECP has the right to exclude any student, who for whatever reason, has not been inoculated against contagious illnesses.**

### **PERSONAL HYGIENE:**

All children should come to school bathed and dressed in clean clothes. The ECP reserves the right to send any child home that has not practiced good hygiene.

All children should bring two sets of clean clothes, including underwear and socks, for use in case of accidents. (These clothes should be clearly marked with the child's name).

All bedding, pillows, stuffed toys etc. must be taken home each Friday and returned freshly laundered on Monday.

### **MEDICATIONS:**

**ECP personnel are not permitted to dispense medication of any kind unless the student's parents or guardian provide written or documented telephone permission from a physician.** Parents must fill out a medication form when medicine is to be dispensed during school hours. When over-the-counter or prescription medications are brought in; they must be in their original containers and must be accompanied by a doctor's signature. The Nurse or ECP personnel will dispense the medication only in accordance with the instructions and dosage stated on the container. Medication must be prescribed for the student and cannot be used by other family members in the ECP.

All medication will be stored in the Nurse's Office and can be picked up at the end of each day or medication period. Any expired or

unclaimed medication will be discarded at the correct expiration date.

**ALLERGIES:**

Please inform your child’s teachers if your child has any food or environmental allergies.

**FIRST-AID:**

All injured students will be taken to the Nurse’s Office. The Nurse will keep a record of any minor injuries. An accident report will be prepared for more serious incidents.

The teachers, the Nurse and office staff are capable of administering immediate simple first aid to the students when injuries occur. If a serious injury occurs on school property, the Nurse will decide on treatment. Parents and/or emergency contacts will be notified immediately in case of serious injuries. If a child is unconscious for any reason, an ambulance will be called.

**VISION & HEARING TESTS:**

Annual vision and hearing tests are conducted for new students and for students in grades PK and TK aged four and above. Referrals may be recommended to the parents based on the test results.

**Common Illnesses, Early Signs, & Readmission Requirements**

<b>Illness</b>	<b>Early Signs</b>	<b>Readmission Requirements</b>
Chicken Pox	Fever and a rash consisting of blisters that may appear on the head first and may spread to the body	After 7 days from onset of rash and only with a physician's note.
Common Cold	Fever, runny nose, mucus discharge, cough	See requirements for fever.
Conjunctivitis (pink eye)	Red eyes with some discharge or crust on eyelids.	24 hours after antibiotic treatment has begun and only with a physician's note.
Fever	Oral temperature of 100.4F or greater.	After 24 hours and when fever subsides.

<b>Illness</b>	<b>Early Signs</b>	<b>Readmission Requirements</b>
Fifth Disease	Redness of cheek and body (slapped face appearance).	24 hours and only with a physician's note.
Head Lice	Itching and scratching of scalp, head, ears, and/or the nape of the neck, pinpoint white eggs or nits attached to hair shaft.	24 hours after one cycle of medicated shampoo treatment has been given. Second shampoo/ lotion treatment is recommended after 7 days; physician's note to say child is under his/her care.
Infectious Mononucleosis (mono)	Fever, fatigue, swollen lymph nodes, sore throat.	When physician decides or when fever and symptoms subside.
Stomach Virus	Diarrhea and vomiting.	At least 24 hours or when symptoms subside.
Strep Throat	Fever, sore throat, enlarged and tender lymph nodes in neck. If left unattended can result in Scarlet Fever.	After 24 hours from time antibiotic treatment has begun and fever has subsided.
Runny Nose	Mucus is greenish in nature and continually dripping. Lethargic behavior or crankiness. Fever may accompany nasal drip.	Without fever a student may return after 24 hours. With fever student must be under a physician's care.
Bronchitis	Continual dry cough may be accompanied by fever.	After 24 hours from time antibiotic treatment has begun and fever has subsided.
Meningitis	Vomiting without diarrhea drowsiness, irritability, headaches, refusal to drink, temperature above 100° F, weakness or loss of coordination, reluctance to bend head forward.	Based on physician's decision.
Impetigo	Blistering rash that dries up and forms a gold crust.	After 24 hours from time antibiotic treatment has begun and fever has subsided.
Scarlet Fever	Sore throat, fever, and a fine raised red rash that feels like sand paper. Rash appears on neck, chest, elbows, and inner thighs.	After 24-48 hours from time antibiotic treatment has begun and fever has subsided.
Pneumonia	Fever, temperature above 100° F, shortness of breath, thick gray or greenish yellow phlegm, continuous cough.	Must be under physician's care. Return with note from physician.

# **ATTENDANCE INFORMATION TRANSITIONAL KINDERGARTEN**

## **TARDINESS:**

Students in TK are considered tardy after 8:30 am. A student who is consistently tardy (3 times in a week) will be referred to the Principal of the ECP and a parent conference will be arranged. Chronic tardiness may affect eligibility for an ECP certificate of perfect attendance.

## **ABSENCES:**

Parents are requested to inform the ECP as early as possible if a child has to be absent for whatever reason. Parents should take careful note of the minimum attendance policy below.

## **MINIMUM ATTENDANCE:**

**One of the cornerstones of successful academic performance is regular attendance at school. The ECP school year has 176 days. Excessive absenteeism will result in a parent conference with the Principal of the ECP, who will determine if the absenteeism prevents the child from progressing to the next program level.**

## **MAKE-UP WORK for ABSENCES for TK STUDENTS**

Students are allowed to make up reports, assignments, tests, etc. missed during an absence in the same amount of time as the absence.

Make-up work is the responsibility of the student/parent and includes obtaining, completing, and returning assignments in the allowed time frame. Teachers may extend the time limits if they deem it appropriate.

# **TRANSPORTATION POLICY**

## **CAR DROP-OFF & PICK-UP:**

Since the safety of our students is paramount, we sincerely ask parents to co-operate with the ECP and the Fort Bend Constable by following the basic rules during the scheduled car drop-off and pick-up times.

In the interests of safety and smooth traffic flow we shall have staff on duty to direct you and we shall also have police officers in attendance at certain times of the year. Please follow their instructions and remember that the police officers have the authority to issue tickets for parking in

a Fire Lane or in a handicapped parking space without the appropriate sticker. There is a reason for a Fire Lane.

Parents should enter the parking lot off Alcorn Oaks Drive. All cars should pull up to the end of the drive designated by the red curb where staff will be waiting to escort children to their classrooms.

✦ When you get to the red-curbed zone, help everyone by going right to the end. This enables other cars to stop behind you thus obviating the need for people in a hurry to overtake you.

✦ **Please do not leave your car unattended in the red-curbed fire lane. Not only is this illegal, but it blocks the lane for other parents.**

✦ **If you want to come into school, please find a parking place. Please use the parking lot on either Alcorn Oaks Drive or Sweet water Boulevard.**

**The ECP reserves the right to take action against those drivers who consistently ignore these safety rules.**

**MORNING DROP-OFF :7:45 am to 8:30 am for Pre-K and TK**

**AFTERNOON PICK-UP: TK - 2:50 pm. – 3:15 pm.; School Day  
Pre-K and Toddlers – 3:30 – 3:45 pm.**

To ensure the safety of all children, parents are asked to be on time for pick-up and should display the carpool tag. Vehicles not displaying a carpool tag will be required to provide further identification.

**Students still remaining after dismissal time will be required to attend extended care. Upon the third late pick-up, the parent may automatically be charged full extended-care fees for the month.**

All students picked up after 6:30 p.m. will be charged a late fee in accordance with the Late Pick-Up Fee schedule set forth in the *Financial Responsibilities* section of this handbook..

**EARLY DISMISSAL DAYS:**

11:30 a.m.: Transitional Kindergarten

Students will be provided lunch prior to dismissal during their regularly scheduled lunch times. On early dismissal days, all after-school extracurricular activities will be cancelled.

**Students who participate in extended-care service will be provided care at dismissal time. Children who are not registered for this service will incur a late fee beginning at 12:15 p.m. rather than 6:30 p.m. in amounts corresponding to the Late Pick-Up Fee schedule set forth in the *Financial Responsibilities* section of this handbook.**

## ***SECURITY AND SAFETY POLICIES***

*The safety and security of the students is our first concern. Hence, the ECP is not open for just anyone to walk in. We ask parents to understand the need for such measures and to cooperate fully with the ECP by using the appropriate doors at all times.*

*Please fill out the Authorized Pick up Person Form and inform the front desk or the class teacher of the name of the pick-up person if you are unable to pick up your child. All authorized pick-up persons must show their driver's license at the front desk. Strangers will not be allowed to pick up students and the ECP may ask for proof of identity from someone whom it does not recognize.*

### **FIRE & DISASTER DRILLS:**

For safety purposes, the Honor Roll School periodically conducts fire and emergency drills. In the event of an emergency, students will remain in a safe area until the arrival of parents or guardian.

*Parents and visitors at school during a Drill must respect it too and leave the buildings as directed.*

### **PEST CONTROL:**

*The ECP will apply pesticides both inside and outside the buildings once a month on a Friday afternoon after the end of the school day, as needed.*

# ***PROGRESS REPORTING***

## ***Skills Rating***

E = performs above expectations  
G = good  
S = performs satisfactorily  
I = improvement needed  
U = unsatisfactory

## ***Academic Level (TK only)***

1 = above grade level  
2 = on grade level  
3 = below grade level

**T.K. Progress Reports:** These are issued in October and March to communicate a student's progress prior to the report card.

## **T.K. Report Cards**

These are issued in December and May.

The Toddler and Pre-Kindergarten students are issued report cards twice a year in December and May.

## **AWARDS:**

Perfect Attendance awards are given to Transitional Kindergarten students at the end of the year.

# **COMMUNICATION WITH PARENTS**

## **GENERAL INQUIRIES & CONCERNS**

The ECP believes communication with its parents to be of prime importance.. As a general rule of thumb, any questions should be addressed with the person in closest contact to the question or concern. If further resolution is required an administrator should be involved. Please seek help from the ***Principal, Early Childhood Program*** should you otherwise be unable to resolve your concerns. ***The Headmaster*** will become involved only when all other avenues have been exhausted.

***The Administrative Assistant / Extended Care Coordinator*** is a great source of information and often will be able to either provide you with an answer immediately, or direct your queries.

For questions concerning financial matters, parents are asked to contact the *Director of Finance*.

Individual *ECP Teachers* are the initial contacts when concerns arise over classroom performance or behavior. While we want to be as helpful as possible, we would ask you to respect teachers' time and not, for instance, interrupt a class to talk to them. It is **always** preferable to make an appointment with a teacher, thereby assuring you enough time to discuss your concerns. All employees are instructed to return letters, telephone calls, voicemail messages and e-mails as soon as possible.

*The Counselor* is available to assist parents, students and teachers as required. While the classroom teachers are the essential resource persons for matters affecting the class, the counselor, when requested by teacher and administration, will be available to assist in some matters.

### **MONDAY FOLDER**

Each Monday a folder with pertinent information will be sent home with students. This folder is our principal method of communicating with parents on school functions, events and news.

### **EARLY CHILDHOOD EXPRESS**

This newsletter from the ECP t goes out once a month.

### **MONTHLY NEWSLETTER**

The Honor Roll School's Newsletter will be produced monthly and is distributed to families in the ECP. A copy will be made available "on-line" as well.

**School Website:**            [www.thehonorrollschool.org](http://www.thehonorrollschool.org)

### **PARENT /TEACHER CONFERENCES - TK**

Once in the fall and again in the spring, the ECP sets aside a day specifically for parent/teacher conferences. Parents are encouraged to sign up for conference times. **Please do not interrupt a teacher during a class. The teachers have instructions not to leave a class to talk with a parent.**

### **E-MAIL / VOICEMAIL**

**Please do not expect teachers to take phone calls while they are teaching a class.** Parents may leave messages for teachers and

administrators using voicemail or e-mail.

### **NOTES to TEACHERS**

Please feel free to write a note to a teacher.

### **CONTACT NUMBERS**

Please make it a top priority to ensure that the ECP always has the most current and accurate information as to where you might be reached in the event of an emergency.

All employees are instructed to return letters, telephone calls, voicemail messages and e-mails as soon as possible. While we want to be as helpful as possible, we would ask you to respect teachers' time and not, for instance, interrupt a class to talk to them.

## **UNIFORM/DRESS CODE FOR TRANSITIONAL KINDERGARTEN**

### **GENERAL DRESS & GROOMING**

Students are asked to maintain a clean and neat appearance.

► Shirts are to be worn tucked inside shorts, pants, or skirts

### **Dress Uniform:**

On Monday all students are required to wear dress uniforms. If Monday is a holiday dress uniforms will be worn on Tuesdays.

**Girls: TK:** required uniform jumper, white button-down blouse with green trim collar, white or navy blue socks, tennis shoes or black or navy dress shoes. Optional navy crested cardigan.

**Boys: TK:** required khaki slacks (or shorts in warmer weather), white button-down oxford shirt with the THRS monogram, required school tie, navy blue or black socks, black, navy, or brown dress shoes or tennis shoes with white socks. Optional navy crested sleeveless sweater.

### **Informal Uniform Dress:**

On days other than Monday students may choose among the informal uniform choices approved by the School.

**Girls: TK:** required khaki slacks, shorts or skort, white or navy crested golf or lycra knit shirt, white socks,

black, navy, or white tennis shoes, optional navy, school crested cardigan or burgundy school issue crested sweatshirt. No other sweater or sweatshirt is to be worn.

**Boys: TK:** required khaki slacks or shorts, black belt, white or navy crested golf shirt, black, navy, or white tennis shoes with white socks, optional navy, school crested sleeveless sweater or burgundy school issue crested sweatshirt. No other sweater or sweatshirt is to be worn

### **Outer Wear – Sweaters / Jackets:**

Recommended THRS coats and sweatshirts may be worn in cold weather and may be worn in the building as necessary.

School issue navy, crested cardigans for girls in TK; School issue navy, crested sleeveless sweaters for boys TK; School Sweaters may be worn indoors when necessary.

School issue navy, monogrammed windbreakers or crested fleece jackets and sweatshirts may be worn in cold weather. Of these, school issue sweatshirts may be worn indoors when necessary.

Everyday jackets (not school issue) may be worn to school but **must** be removed indoors.

### **Free Dress:**

Friday is free dress day. Students may wear appropriate, neat, street clothes. Shirts may not have inappropriate slogans, etc. Parents / Students are to use good judgment in dressing for free dress days.

### **Theme Dress Days:**

Some days are designated as theme dress days. Students may dress appropriately for the theme that day (i.e. crazy hair day, pajama day, etc). Parents / Students should use good judgment in dressing for theme dress days.

### **Inappropriate Dress:**

Students inappropriately dressed will be asked to call home so that appropriate clothing may be brought to them.

## **ADMISSIONS POLICIES**

The ECP wishes to enroll only those students who will thoroughly benefit from its educational program. Therefore, in its admissions process the ECP attempts to ascertain whether there is a good match between itself and the prospective student. This process reviews behavioral as well as academic records.

To initiate the Admissions Process, a prospective family will submit the non-refundable Application Fee of \$155, an application and an enrollment form. Students take an admissions test as part of the admissions process. Once the testing has occurred, the students will be invited to attend the ECP for a half-day visitation. Children in the ECP 2 Year Old and Pre-Kindergarten classes will participate only in the visitation part of the process. Once the testing, and visitation have taken place and the ECP has received all pertinent paperwork, the Admissions Committee will then meet to review all applicants.

In its admissions policies and procedures ECP does not discriminate on the basis of race, color, religion, age, sex, or national/ethnic origin. A **“waiting pool”** is maintained when there are more student applicants than classroom vacancies. The most qualified applicant is accepted from the “waiting pool” when a vacancy occurs. The ECP is a family school and consequently gives preference to academically qualified siblings. Once it is determined that a child may be admitted to the ECP, a family may complete the enrollment process.

### **TRANSITIONAL KINDERGARTEN ADMISSION:**

*Students take a test as part of the admission process. Additionally, school records, parent information, and any other pertinent assessment information may be taken into consideration. The decision whether to admit a student to Transitional Kindergarten is based upon consideration of the overall welfare of the student. Therefore, the decision is not taken lightly and is made only after carefully weighing both academic and social factors. The Headmaster’s decision is final.*

***Pre-K students must pass the Transitional Kindergarten entrance exam in order to enroll in TK.***

*No test is required to enter PK3 and the Two-Year Old class.*

## ***ENROLLMENT POLICIES AND PROCEDURES***

### **ENROLLMENT:**

Enrollment begins with full payment of the Application Fee and Book and Supply Fee in order to secure a place in the ECP. The application fee is non-refundable. The Book and Supply Fee is refundable as follows:

- ▶ Before June 1<sup>st</sup>: fully refundable;
- ▶ No refund after June 1<sup>st</sup>.

**Tuition will not be prorated for children admitted in the middle of the month during the school year.**

### **SPACE RESERVATION:**

Families whose children will be starting after the regular start of the school year for whatever reason may reserve a space up to one term early with payment of the Application Fee and the Book and Supply Fee. However, if there is a great demand for space in the grade(s) concerned, the ECP may have to charge up to a full term's tuition as a **non-refundable** down payment.

### **RATE ADJUSTMENTS:**

Rate adjustments will not be made for sick days, vacations, holidays, or school closures due to circumstances beyond the ECP's control.

### **CONTRACTS:**

ECP parents are entitled to change programs one time per year. Without exception, any additional program changes will result in a \$200.00 administration fee.

All students in the Transitional K, and extended-day programs are on a 10-month, i.e. school year contract, beginning on August 1<sup>st</sup>.

All students in Two-year-Old and PK3 grades have the option of a 10-month or 12-month program.

Families that have chosen the 12-month option and then withdraw their

child(ren) during the summer will be billed for the full 12 months.

### **RE-ENROLLMENT FOR RETURNING STUDENTS:**

The ECP will offer re-enrollment to those students eligible to return the following year at the beginning of the second Term. Re-enrollment is offered only to those students who are in good disciplinary and academic standing. **Re-enrollment will not be offered to students whose tuition and fees payments are in arrears.** The enrollment agreement indicates a family's intention to return to the ECP in the fall. The agreement must be signed and returned with a Book and Supply Fee by the date noted in order to secure a place for the following year. The Book and Supply Fee is refundable as follows:

- ▶ Before June 1<sup>st</sup>: fully refundable;
- ▶ No refund after June 1<sup>st</sup>.

Students who do not have a place secured will go into the “waiting pool” with the new applicants.

## **FINANCIAL RESPONSIBILITIES**

### **METHODS OF PAYING TUITION:**

Payments may be made in cash or by using a credit card or check. Changes in payment plans can be made only at the end of the first term.

***Annual Payment*** - One payment due by August 1<sup>st</sup>;

***Semi-Annual Payment*** - Two payments: first payment due by August 1<sup>st</sup>, second payment due by first school day of January;

***Quarterly Payment*** - Four payments: first payment due by August 1<sup>st</sup>, second payment due by October 1<sup>st</sup>, third payment due by first school day in January, fourth payment due by March 1<sup>st</sup>;

***Monthly Payments*** - Ten payments: a fully refundable down payment of one-month's tuition is due on or before August 1<sup>st</sup> and will be applied to the last month tuition. The subsequent eight tuition payments are due on or before the first day of each month. No reminders will be sent home for this method of payment.

For **all families in Two-Year Olds and PK3** a fully refundable down payment of one-month's tuition is due on or before August 1<sup>st</sup>. This will count as the final payment for the school

year.

**Tuition payments are due on or before the first working day of each month.** The ECP provides a five-day grace period for tuition payments. It is important to apprise the ECP should a problem arise regarding tuition payment.

**RETURNED CHECKS:**

There will be a \$25 charge for each returned check.

If a check has been returned, subsequent tuition payments may be made only in cash, cashier's check or credit card.

**NOTICE of DELINQUENCY:**

The ECP will send a notice of delinquency by certified mail when payment is not received in a timely manner.

When payment is made after the 5th day of the month, the account will incur a 5% penalty fee per week until payment in full has been collected. *Report cards, progress reports and school records will be withheld as a result of delinquent accounts.*

**CONSISTENTLY DELINQUENT ACCOUNTS:**

Consistent failure to pay tuition and fees will eventually result in the dismissal of the student from the ECP. The ECP may insist that only payment by automatic banker's draft will ensure continued enrollment. The ECP will also take all appropriate steps to recover all unpaid tuition and fees.

**LATE PICK-UP FEES:**

Students who are picked up after 6:30 p.m. will be billed the following amounts:

\$15 from 6:31 – 6:45 p.m.; and an additional

\$15 from 6:46 – 7:00 p.m.; and

\$20 every 15 minutes beginning at 7:01

**HOT LUNCH:**

In order to be in compliance with Child Licensing laws, all students in the Early Childhood Program (ECP-2 Year Olds through Transitional Kindergarten) receive lunch and snacks daily as a part of their basic tuition.

## **WITHDRAWAL AND REFUND POLICIES**

### **WITHDRAWAL:**

The Business Office must receive a two-week written notice of withdrawal in order to provide a refund of any applicable fees. If a student withdraws after the first day of the month, a full month of tuition will be used in the calculation for the last month, regardless of the actual days of attendance. All refunds will be mailed out within 30 days of withdrawal and THRS reserves the right to withhold up to, but not exceeding, 20% of the tuition refund for administrative fees.

Parents who pay monthly are responsible for the full monthly tuition, even if the student withdraws from the ECP in the middle of the month. The ECP reserves the right to withhold or continue charging tuition if a student withdraws from the ECP without written notification. Before the transfer/release of any student records, a student account must be without an outstanding balance and all textbooks, library books, and/or other school property must be returned in good condition.

Parents who have chosen the 12-month option are responsible for paying for the full twelve months even if they withdraw for the summer.

## **EXTENDED-CARE AND HOLIDAY CARE**

### **TRANSITIONAL KINDERGARTEN:**

Extended-Care and Holiday Care are available. There are specific fees and guidelines for each of these programs and information may be obtained from the Early Childhood Front Desk.

The Extended-Day program for Transitional Kindergarten is available from 6:30 a.m. until 7:40 a.m., and from 3:00 p.m. until 6:30 p.m. during the school week and during some school closings. Holiday care is available from 6:30 a.m. until 6:30 p.m. on most holidays.



