

School in the Pines
Preschool 8:00 a.m. - 3:00 p.m.
Information and Policies 2012 - 2013



- Hours:** Monday – Friday from 8:00 a.m. – 3:00 p.m., year-round
- Holidays:** Student holidays include Fourth of July, Labor Day, Thanksgiving Thursday and Friday (5:00 close Wednesday), Christmas and New Years (two days each), Good Friday, and Memorial Day. We follow Klein ISD policy for inclement weather days and make-up weather days. If the radio/TV says Klein schools are closed, we are too.
- Enrollment:** Application must be complete before child can attend school. Parents must also sign they received a copy of operational policies. Parents will be emailed (called if no email) with any update to our policies. This will be done two weeks before a policy change.
- Releasing children:** Children will only be released to their parent or other adult listed on application. Driver's license or other picture ID will be required for person other than parent to pick up.
- Medical Forms:** Medical release form must be signed before starting school. All vaccinations must be current and documented for child to start school. Children turning four by September 1st of current school year must have vision/hearing test.
- Tuition/fees:** Tuition is due on Monday, or first school day your child attends. Late fees (of \$20.00) may be added for payment received after the third day of the week. Returned check fee is \$35.00.
- Late Pick-up:** Please phone ahead if you will be late, so we can let your child know. Children here any time before 8:00 a.m. or after 3:00 p.m. will be charged \$6.50 per hour or any part thereof. If you cannot consistently stay within our 8 – 3 timeframe, you will be asked to switch to full time care.
- Visits/concerns:** You may visit our school at any time but please limit your time in the classroom to 10 –15 minutes. At this time, you may also discuss with the director any concerns you have, regarding policies or procedures at the center. You may also phone the school, or email us to ask any questions. We will reply promptly. Please schedule a conference if you need to speak directly to child's teacher.
- Lost Items/Toys:** We are not responsible for lost articles of clothing, backpacks, lunch boxes, etc. Everything brought to school should be clearly labeled. Toys brought to school and left here may become lost or broken.
- Rest time:** A rest/quiet time following lunch is required for all children here in the afternoon. A **SMALL** blanket and **SMALL** pillow may be left at school. Both should be labeled. PreK children who do not sleep do not need a blanket or pillow. Resting items must be **SMALL enough to fit in our cubbies. Resting items not meeting our standards may not be left at school.**
- Clothing:** Comfortable play clothes should be worn daily. Your child will be painting, exploring the outdoors, and snacking, so please dress him or her in clothes that can become dirty. Children must be able to remove clothes themselves to use the restroom – overalls, crotch snaps, belts with difficult buckles, etc. may not be worn. Sneakers or lace-up shoes are the only shoes permitted. Sandals, flip flops, or hard-soled cowboy boots may not be worn. Children in preschool must bring a complete change of clothes daily in their backpack, including socks. Please make sure your child wears **SOCKS** every day. Sometimes children remove their shoes for rest time and other activities and children need socks on in order to remove shoes.
- Lunch Box:** Children will bring their lunch each day, except days food is brought in (you may choose whether or not to purchase hot lunch). This must include a drink (or cup for water). Drinks may not be carbonated or dark red. Two and three year old children may not bring yogurt, pudding, fruit cups, pasta buckets, etc. unless they can easily feed themselves. Food for young children must be sent in a way that they can feed themselves. We CANNOT heat up or refrigerate any food.

- Backpack:** A labeled backpack must be sent with your child daily. Please include a complete change of clothes, including socks. Three's and four's have daily/weekly folder for correspondence. Two's and toddlers use cubbies for notes, information, artwork, etc.
- Health (important):** Children may not come to school if they have signs of a contagious nature: fever, vomiting (two or more episodes in 24 hours), rash w/fever, uncontrolled diarrhea, lethargy, or abnormal breathing. Parents will be called to pick up a child if necessary. You will be made aware of any injury your child receives (to the best of our ability), or of any communicable diseases that could affect your children.
- Outside play:** All children will play outside on a daily basis, weather permitting. Children will not be allowed to stay inside due to injury/illness. Please send a warm jacket with your child on cold days.
- Medication:** Medication must be authorized in writing indicating child's name, type of medicine, amount, and time of dosage. Child's name must appear on all medicine. Prescription drugs must be in the original container and can only be given to the child whose name appears on the bottle. *MEDICINE WILL ONLY BE ADMINISTERED AT LUNCH TIME – 12:00 p.m.* Medicine will be administered to the best of our ability.
- Emergencies:** Emergencies will be handled on an individual basis. We will assess the situation, and 9-1-1 will be dialed immediately if needed. A parent will be called right away if their child requires medical attention beyond what we can provide. We will attempt to reach the second parent if first cannot be reached. We will use work phone, then cell phone, then home phone numbers. If parents cannot be reached, we will call another person listed on emergency card. Please keep current information on file. We can provide parents a copy of our emergency preparedness plan to handle other situations.
- Parties:** At times during the year, parents are asked to bring treats to a holiday or birthday party. We will post sign up sheets on classroom doors asking for what we need. *Note: if you are sending invitations to school for a child's birthday party, every child in the class must be invited.* If you wish to provide treats for your child's birthday, please NO red or purple juice, cola, or chocolate items, whole cakes (cookie cakes are fine).
- Breakfast/Snacks:** Morning and afternoon snacks and cold water are served daily. Children here in the afternoon may bring their own snack if they wish. Children are welcome to bring a breakfast snack (cereal bar, juice box, drinkable yogurt, banana, etc.) in the morning, but it must be eaten by 8:30 a.m.
- Gang-related activity:** Certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of this center is a violation of the law and is therefore subject to increased penalty under state law.
- Breast feeding space:** As required by Texas law, we provide a comfortable place for breast feeding mothers. Mothers have the right to breastfeed or provide expressed milk for their child/children in care.
- Viewing minimum standards/licensing report:** You may view a copy of the Texas Minimum Standards available at the front desk. This copy must remain at school. You may view the most recent licensing inspection report. You may also visit the Child Care Licensing website www.tdprs.state.tx.us.
- Child care licensing:** You may contact our local child care licensing office by calling 936-756-1551. You may phone the child abuse hotline by calling 1-800-252-5400. You may visit the website www.tdprs.state.tx.us.

School in the Pines is owned and operated by Amanda and Joe Maisonneuve. Amanda graduated from Texas A&M with a Marketing degree. She has extensive experience in caring for children of all ages, and has been an employee of School in the Pines since its opening in 1984. Joe is a graduate of the University of California and has a strong computer and business background. Joe has been a part of School in the Pines since 1994. Amanda and Joe have three children, ages 7, 12, and 15. All our staff is qualified and has recent teaching experience with preschool and school-age children. School in the Pines is located across from Lemm Elementary in the Cypress Forest Subdivision. The school address is 19027 Joan Leigh Drive / Spring, TX 77388 / phone 281-288-6402. / website – www.schoolinthepines.com. / email sitp84@sbcglobal.net

Addendum to School in the Pines Policies
2012 – 2013 school year

Our staff is trained in recognizing and preventing child abuse. We are required by law to report suspected child abuse or neglect.

Children in preschool will participate in splash days during summer months. This may include water table, wading pools, and other water activities. School-age children may swim at the Forest Oaks Swim Club, provided they pass required swim test.

Daily transportation is provided to students at Lemm Elementary. Our staff walks over to Lemm to pick up each class, takes roll to ensure each child is present, and then walks them back to School in the Pines. We have a dedicated crossing guard at the only street the children cross. In case of severe weather, we may keep children at Lemm, with our staff, until the weather passes. Parents must let SITP know ahead of time if their child will be absent from afternoon pickup, due to early dismissal or school absence. Failure to let our school know if your child is out will result in a \$5.00 “finder’s fee.”