

## Parent/Student Handbook

Welcome to Fair Oaks Day School where loving care and creative learning experiences are offered to each child. The upcoming year is certain to be filled with many exciting opportunities for you and your child. We are very fortunate to have you and your family as a part of our school community.

**History of Fair Oaks:** Fair Oaks Day School was established in 1987. The school has been privately owned and operated since its inception. The owner, Tina Green, takes an active role in the daily supervision and operation of Fair Oaks Day School.

**Philosophy:** Respect for children as individuals is the basis of our philosophy. This principle is reflected in the choice of curriculum, our choices in extra-curricular activities, and in the way we treat each other. A sincere love of learning is also shared among the Fair Oaks community. We seek to preserve the natural enthusiasm in each child. Our motto is: **Making A Difference One Child At A Time!**

**Programs:** Fair Oaks Day School welcomes children ages six weeks through six years old (full-time). We offer both Traditional and Montessori methods of education for young children.

Music classes are included in all programs for children, beginning in the Young Toddlers classroom. Spanish instruction is included in all programs for children, beginning at two years of age. Stretch N Grow (an exercise class) is included in all programs for all children, beginning at 18 months. Additional extra-curricular programs are available, such as Dancing Stars by Stretch N Grow and Soccer Shots and Gymnastics by Stretch N Grow are available with additional tuition. We hope to grow these options as our school grows and as parents express interest in new programs.

**Registration:** Payment of a non-refundable registration fee, as well as completion of a registration packet to confirm a family's intention to enroll their child at Fair Oaks Day School. In the Spring, current families are allowed to pre-register for the Fall. Families may wait until August to register, but the school cannot guarantee availability of the desired program. For available openings, Fair Oaks maintains year-round, ongoing registration. Supply fees are prorated to reflect the remaining part of the school year, and will be due again for the following school year (August to August) on each September 1<sup>st</sup>. At the time of registration, the family indicates a start date for the student. Start dates may not be later than two weeks from the date of registration, unless the child is not old enough to attend the school. If the child is not present at the indicated start date, payment will be expected for the period of absence.

**Enrollment:** A child's enrollment begins the day he or she attends the school for the first time, or on the first day of a new school year. In order to attend Fair Oaks Day School, the following must be provided:

**Completed registration packet.** Within the packet, or as attachments, please make sure to provide the following required information:

**Current Immunization Records:** Immunizations must be kept current (according to

standards set by the Texas Department of Health) while your child is attending Fair Oaks. There is an attached list of immunizations required by Minimum Standards. The purpose of these requiring these vaccines is to keep all children safe. Dallas County does not require TB testing.

**Hearing and Vision Screening Results:** For students who will be four years old by Sept 1, we must have results from a hearing/vision test within 120 of the child's fourth birthday. For new students who are currently four years old, we must have results within 120 days of enrollment.

**Statement of Participation:** For all children, a physician's examination statement must be provided on the first day of enrollment and each year will need to be updated.

**Permission to transport in the event of an emergency.** In the event of an emergency, a child would be transported by emergency medical services.

**Signed Emergency Release.** This is needed in the event a child requires emergency medical treatment.

**At least one emergency contact is required.** Please specify their address, phone number and driver's license number. It is not required that this person have permission to pick-up the child. It should, however, be someone who will have additional ways of contacting you (the parent or guardian) in the event of an emergency. Examples are a work supervisor or administrative assistant, or a family member who may know your whereabouts. This person can not be the child's mom or dad.

**Water Activity Permission:** Fair Oaks Day School does not provide on-site swimming activities. Splash days are held during the summer months, but do not involve wading pools or standing water.

**Signature to Acknowledge Receipt of Student Handbook.**

**Discipline and Guidance Policy:** Fair Oaks Day School's policy concerning discipline and guidance of the children is the same as that of the Department of Family Protective Services. Our methods of discipline are based on the philosophy that discipline is teaching, not punishment. We seek to help your child learn positive and appropriate behavior patterns. We believe that since each child is an individual, all children must be disciplined differently. What works for one child, may not work for another. Therefore, we will use our judgment with respect to the individual child and the particular situation. We will **never** use corporal punishment. Time out will be used as a last resort the equivalent to one minute per each year of the child's age not to exceed five minutes.

**Tuition Agreement:** Tuition is due on Monday of each week, or on the first of each month for monthly payments. You must sign up for auto pay to be billed out every Monday or on the first of each month for monthly tuition. You have the option of signing up with your checking account information without any additional charges. You may also sign up for auto pay with your debit card or credit card with an additional 2.5 % fee. The school engages staff for the number of children enrolled. Therefore, we cannot discount tuition for absences due to sickness, holidays or inclement weather days or any other reason your child may not attend. A late fee of \$25.00 will apply if your tuition is not paid on Mondays if you choose to pay weekly or the first of the month if you choose to pay monthly. Please know that any returned transaction will result in a \$35.00 NSF fee.

**Registration Fee and Tuition:** If registration and enrollment occur at the same time, the non-refundable registration fee and tuition is due at the time of enrollment. If a child is

already registered, tuition is due, per the Tuition Policy.

**Supply Fee:** There is a supply fee of \$100.00 that is due every September 1<sup>st</sup>. If you enroll in the middle of the school year it will be prorated at a rate of \$9.00 per month left until September.

**Withdrawal:** We hope each child will stay with us for a very long time, but if you choose to leave, **two-week written notice is required**. Families failing to provide two-week notice will still be responsible for payment of two weeks tuition. You may not use a vacation week as part of your notice.

**Suspension / Expulsion** Unfortunately there are times when your child's behavior will result in the need for suspension and or expulsion. If after continued instances of uncontrollable behavior your child may be asked to be picked up for the day. If we consistently have behavior issues and we have exhausted our ability to try to keep your child under control we will have no other choice but ask you to find other arrangements for your child's care. We strive to maintain high quality care for all of our students. If your child becomes dangerous for themselves and or the other children we will have to insist on alternative care being made. Depending on the issues of each situation we will have parent meetings to try to alleviate the behavior problems. If the behavior continues we will give you as much notice as possible (normally 2 weeks).

**Hours of Operation:** The school is open Monday through Friday from 6:30 am to 6:30 pm, twelve months a year, except holidays listed below. If you are late picking up your child by 6:30pm there will be a late pick up fee of \$1.00 per minute per child. After your child or children have been late being picked up for the third time your late fee will change to \$5.00 per child per minute. Late fees are due at time of pick up. *Children still at the center at 7:00pm will be turned over to Child Protective Services for child abandonment or the local Police Dept.*

### **School Closings:**

**Holidays:** Fair Oaks Day School closes in observance of the following holidays: New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Weekend (Thursday & Friday), Christmas Eve & Christmas Day. If a holiday falls on a Saturday or Sunday, it will be observed either before or after the actual holiday. Please consult the school bulletin board for closings.

**Inclement Weather:** Fair Oaks Day School will close if RICHARDSON ISD OR DALLAS ISD closes due to inclement weather. Please consult news and/or radio for information regarding RISD closings. On the rare occasion that RISD is closed for a student holiday or teacher in service we will follow the Dallas ISD closing schedule. Remember there will be not be a deduction of tuition for inclement weather days.

**Vacation Policy:** Fair Oaks Day School allows up to one week of vacation credit per year after 12 months of continuous enrollment. Vacation time must be taken in one week increments (Monday through Friday). The child must be absent every day of the week for it to apply. To use your vacation week you will need to give prior notification the week before you use it. If a child leaves the school, vacation time may not be used during the required two-week notice period.

## Arrival and Departure

**Open Door Policy:** As a parent or guardian of a child in our facility, you are welcome anytime. We encourage you to take an active interest in your child's education and to participate as desired in our special events.

We also have an open door policy to our Director and/or management. In the event that you have any problem, concern or compliments please do not hesitate to stop by the office immediately. Any comments, problems, or concerns will be addressed promptly and a solution to the issue will be resolved as soon as possible but not to exceed five working days.

**Parking Lot Safety:** Our parking lot is one-way, East to West, in front of the school. Please enter from Fair Oaks Avenue and exit on Walnut Hill Lane. If you want to exit onto Fair Oaks Ave., you must park in the southeast section of the parking lot to be able to exit properly. Unfortunately, parking lot theft in childcare environments is a common occurrence. **Please turn off and lock your car. Purses or other valuables should be brought into the school, to discourage theft. Please do not park in the fire lane, in front of the door. Do not allow your children to cross the parking lot without supervision. Never leave a child unattended.** Thank you.

**Entering the School:** Children must be accompanied at all times. Please do not allow your child to walk to his/her classroom unescorted. Children should be signed-in on the appropriate sign in sheet in his/her classroom. This is also an opportunity to remove jackets or leave personal belongings in the cubby. If a teacher is not in your child's classroom, please escort him/her to the age-appropriate group for that time of day. When arriving, please make sure that the teacher is aware of your child's presence before leaving the room. If a teacher is helping another child and does not recognize your child arriving, he/she is unable to greet your child appropriately or monitor his/her safety.

**Leaving the School:** Sign-out the child from their designated classroom. Be sure to check cubbies for the day's work and any notes from the teacher. Friday is laundry day. Please remove all bedding and accumulated work from the cubby. If your child is in another classroom, please pick him/her up after signing out. Please make your presence known to the teacher before removing your child from the classroom. Once you are with your child, responsibility of the child transfers from Fair Oaks Day School to you. **Children must be accompanied by an approved adult (over the age of 18) when leaving the building.**

**Release of Children:** Only parents, guardians, and those listed as adults authorized for pick-up may remove your child from Fair Oaks Day School. If someone who is not listed as an authorized adult must pick-up your child, you must inform the office prior to their arrival. The individual who is picking up your child will be required to come to the office, furnish identification, and then sign the sign out sheet in the classroom.

**Late Pick Up Fee:** The school is open Monday through Friday from 6:30 am to 6:30 pm, twelve months a year, except holidays listed above. If you are late picking up your child by 6:30pm there will be a late pick up fee of \$1.00 per minute per child. After your child or children have been late being picked up for the third time your late fee will change to \$5.00 per child per minute. Late fees are due at time of pick up. *Children still at the center at 7:00pm will be turned over to Child Protective Services for child*

*abandonment or the local Police Dept.*

**Absence:** Please notify the School at your earliest possible convenience when your child will be absent from the School for any reason. Full tuition payment is still required, regardless of your child's absence or holidays observed by the school.

**Transportation:** Transportation is provided for emergency situations only.

**Emergency preparedness plan:** Is onsite for your review at your convenience.

### **Medication and Illness**

**Daily Health Checks:** Our Staff will do daily health checks. We will look for general mood and changes in behavior, fever, skins rashes, unusual spots, swelling or bruises and other signs or symptoms of disease or illnesses.

**Medication:** If your child is in need of medication during the day, please sign it in on the appropriate form, provided at the office. All medications will be stored in the office, unless refrigeration is required. Medication that is not signed in at the office will not be administered. We only give Medication that is prescribed 3 times a day or more. If the medication is to be given once a day or twice a day you will be required to give it at home. We will only give medications at 11:00am and 3:30 pm unless for an emergency asthma attack.

All medication must:

Be in the original container

Be labeled with the child's full name

Be labeled with the date (if prescription medicine) and not be expired

Include directions to administer the medication

If prescribed, be in the name of the child, and include the name of the physician prescribing the medication. Fair Oaks Day School will not dispense medication that **was not** prescribed to the child.

**Fever-reducing medications** must be accompanied by a doctor's note stating that it is for treatment of pain. Children with fever must remain at home until 24 hours after they do not have a fever, without medication.

**Parental Notification:** In the event of an emergency, illness, etc., we will always attempt to notify you at the contact numbers you have listed in your child's file. Please remember to inform Fair Oaks Day School of any changes regarding phone numbers, addresses, adults authorized to pick up your child, and/or etc. If there is a time you will be unreachable on the numbers you have provided, please leave an alternate number.

**In case of a medical emergency:** We will take care of the child and the situation first. As soon as possible we will contact the parents after we contact 911 if needed. If we are unable to contact the parents we will contact the emergency contact. If the child needs emergency care someone from the school will go in the ambulance with the child until the parents can get there.

**Illness:** For the protection of all children, your child must be excluded from care when any of the following symptoms are present: armpit temperature greater than 100.4° F without medication, along with signs and symptoms of illness. diarrhea or vomiting yellow or green discharge from nose, eyes or ears. If the child has been diagnosed with a

contagious illness, please notify the school so that we may inform other parents. Fair Oaks Day School adheres to the Minimum Standards set forth by the Texas Department of Family Protective Services. These standards describe the conditions under which a child may return to school, depending on the type of illness he experiences. Please ask the office to view a complete list of the different requirements for different illnesses.

If a child becomes sick at the school, the parent or guardian will be called. Children may not stay at the school if there have been more than one occurrence of vomiting, or two occurrences of diarrhea. The child must be picked up immediately, since the school does not have separate sick child facilities. Both Presbyterian Hospital and Medical City Hospital have on-site sick child care facilities. Please contact them directly for more information regarding registration and availability.

**Teacher Requirements:** All teachers are required to complete the following:

High School Diploma

CPR & First Aide

FBI Finger Printing

Clear Criminal History

Clear Central Registry Check For child Abuse History

SIDS/Shaken Baby Training Annually

24 Child Development Training Annually

Other Vaccines are encouraged but are not mandatory

### **Tuition and Fees**

All tuition fees are **due in advance**. We are happy to accommodate either monthly or weekly payments either frequency you prefer. Please refer to the Tuition Agreement for further information regarding fees and payment. There is a \$25.00 late fee for any tuition not paid on the Monday for weekly payments or on the first of each month if you pay monthly. Any returned transaction will result in a \$35.00 NSF fee. Every family must sign up for our auto pay using Tuition Express. You may sign up with your checking account information and there will not be any additional fee. If you choose to sign up with your debit or credit card there will be an additional fee added of 2.5%. Any account that becomes delinquent in the amount of two weeks will no longer be allowed to attend until the account is brought current. This includes families on Child Care Assistance. If you have not paid your account in full on the 15th of each month your children will no longer be able to attend until it is brought current including all late fees.

**Non-Payment of Fees:** **Non-payment of fees for more than two weeks may result in your child(ren) being declined admittance into Fair Oaks Day School until all fees have been paid in full.**

**Returned Check Fee:** A \$35 NSF fee is assessed for checks returned by the bank for non-payment of automatic checking account debit or credit card

### **Life at the School**

**Meals:** Fair Oaks Day School serves a breakfast, lunch and an afternoon snack during the day. The menu for each week is posted on the Parent's Information Board. We ask that you do not send any additional food or snacks with your child. You are welcome to pick up with a personal snack to be eaten after departure, but exceptional foods during normal meal times are reserved for those with special dietary needs. If your child requires a special diet, please provide a written notice.

**Breastfeeding:** We encourage all infant parents to breastfeed. Infant classrooms have an adult sized chair to use while breastfeeding. We will also assist parents who choose to breastfeed their infant by using expressed breast milk in a bottle. Please be sure the milk and or bottles are labeled with the child's name and the date the milk was expressed.

**Infant Care Policies:** Please see the DFPS Operational Policy on Infant Safe Sleep attached and sign and return it if your 12 months old or younger.

**Outdoor Time:** Children go outdoors twice a day as the weather permits. On days of inclement weather or red ozone warnings they will be provide activities in the classroom. Please note that Minimum Standards states that children in attendance must be well enough to participate in all activities, therefore, we require a doctor's note if your child cannot go outside. Please dress your child according to the weather, sending a jacket when needed, especially during the cooler months. We will be glad to apply any sunscreen and or bug spray as long as you provide it and label it with your child's full name. Your child's teachers will apply it before going outside. If your child is fair skinned you may also provide a hat.

**Rest Periods:** The school provides for each child to receive a nap/rest period after lunch each day. Older children are allowed to read after a shorter rest period if they are not sleeping. For your child's comfort, please provide a small blanket and/or pillow that fit in your child's cubby. A small soft toy, stuffed animal or comfort item is allowed, to help your child feel comfortable during this time. Please limit the size of pillows and blankets to one cubic foot (the size of the cubby). The Department of Health requires that children's bedding not be in contact with that of other children. On Fridays, please take all blankets and pillowcases home for laundering.

**Personal Items:** Toys, candy, money and other accessories are not compatible with a group environment. Many of these things create jealousy, become lost or broken and create disappointment. For these reasons, we ask that you limit items from home to those requested by the teacher for "Show and Tell". We cannot accept responsibility for any lost or broken items. Please check with your child's teacher for more information regarding Show and Tell opportunities.

**Shoes and Clothing:** At least one complete change of clothes must be maintained at all times in your child's cubby. If you know your child is prone to "accidents", we appreciate you providing more than one set of replacement clothing. As your child soils the change of clothes, please bring replacements the next day. Please return any clothes marked "Fair Oaks", as soon as possible. The school maintains a small stock of additional clothes, but we are frequently in need of more. We welcome donations to our backup stock as your child grows. Please take into consideration the weather and daily activity of the children. Plan for the coldest part of the day during the Fall and Winter months. Light jackets or winter coats are often needed for morning outside play. Clothing must be comfortable and allow for movement. Please mark all of your child's belongings: bedding, sleeping toy, change of clothes, etc. with their full name.

Shoes must be appropriate for outdoor play. **Flip-Flops are dangerous.** Cowboy boots are strongly discouraged. For your child's safety, all shoes must attach on the back of the foot.

**Birthdays and Special Occasions:** Parents are welcome to send goodies, such as cupcakes, cookies or cake for their child's class to share on birthdays or special occasions. **Please do not send anything to school that contains Peanuts. We have many children that are deathly allergic to them.** Please let your child's teacher know in advance. If you do choose to send any type of treat, please provide enough for the entire class. Invitations to private parties must include the whole class if they are distributed in the class. If the whole class is not invited, please leave invitations at the office for distribution, or mail them to the individual children.

**Emergency Relocation:** In case of an emergency due to hazardous conditions, Fair Oaks Day School will relocate to: Bethany Lutheran Church, 10101 Walnut Hill Lane at Ferndale, Dallas, Texas 75238. (Phone: 214-348-9690). If for any reason this site is unavailable our back up location will be: Lake Highlands Presbyterian Church, 8525 Audelia Road, Dallas, Texas 75238 Phone: 214-348-2883

Once we have relocated, all parents will be called to pick up their child(ren). Our Emergency Evacuation Plan is available for your review upon request. Infant Children will be required to leave their own car seats daily. We will provide emergency car seats and booster seats for the older children that do not get picked up by their parents.

**Non-Hiring Of Fair Oaks Day School Staff:** In order to maintain the school's confidentiality and professionalism, persons employed as Staff at or by Fair Oaks Day School are **prohibited** from contracting, soliciting for employment, or engaging in temporary employment as a **caregiver** or **babysitter** for any parent/guardian who has a child enrolled at Fair Oaks Day School. Fair Oaks Day School can not be held liable for any issue that may occur outside our school premises.

**Non-Discrimination:** Fair Oaks Day School is in compliance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), The Age Discrimination Act of 1975 (Public Law 94-135), and the Rehabilitation Act of 1973 (Public Law 93-112). This is an equal opportunity program. No person in the United States shall, on the grounds of race, color, national origin, age, sex, disability, political beliefs, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination. If Fair Oaks Day School is unable to meet the requirements of certain children with special needs, we reserve the right to refer them to another school.

If you believe you have been discriminated against because of race, color, national origin, age, sex, a disability, political beliefs, or religion, you may lodge a complaint against Fair Oaks Day School by immediately writing and/or calling the Civil Rights Department, Texas Department of Human Services, P.O. Box 149030, Austin, Texas 78714-9030. Phone: 512-450-3630.

**General:** A **Parent's Information Board** is located in the entry hallway. This is a sharing place for menus, school events and articles of interest. Please take time to read and feel free to share information with the school and other parents. If you would like to post an item, please present it to the office for approval. Fair Oaks Day School does not endorse or recommend items posted on the parents bulletin board, but we hope to foster a sense of community among families and children. Any updates on information will be sent out in letters to parents as well as posted on the parent board.



**Licensing:** We are licensed by the Texas Department of Family Protective Services. We are required to comply with the Minimum Standards for Child Care Centers. A copy of these Standards is available for your review in the office. A copy of the most recent Licensing Report is posted near the Parent Information Board. If you have any questions or concerns you would like to direct to the local licensing department, you can reach them at 1-800-862-5252. You may also visit [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us).

**Preventing & Responding To Abuse & Neglect:** All employees are required to take training in child abuse and neglect awareness and prevention annually. If you suspect your child or someone you know has been abused or neglected please contact Child Protective Services hotline number at 1-800-252-5400. You may also want to contact the Dallas Children's Advocacy Center at 3611 Swiss Ave. Dallas, TX 75204. (214-818-2600). Please find the information from D.F.P.S. on recognizing and preventing child abuse that are in your enrollment packet. We make every effort to keep updated with CPS and CCL to ensure that all staff and parents are updated as necessary with any new information that they may have available. We will also post the information in the hall of the school for your convenience.

**Disclosure:**

Fair Oaks Day School reserves the right to amend, change, modify, rearrange or delete any policies, procedures, practices and statements contained in this manual at any time.

**Thank You!**

We would like to take this opportunity to say **THANK YOU** for allowing us to share in the love, growth and guidance of your child. Should you have any questions, or if we may be of service in any way, please do not hesitate to ask.